HUD USER MANUAL

Public and Indian Housing (PIH)
Real Estate Assessment Center (REAC)
Inventory Management System (IMS)
Housing Inventory Module
Development sub Module

U.S. Department of Housing and Urban Development (HUD)

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1.0 HOUSING INVENTORY

1 HOUSING INVENTORY

The **Housing Inventory** sub module allows the user to view PHA data, inventory of buildings and units that the PHA has at its disposal, and allows the user to propose buildings or units for removal. The **Housing Inventory** module includes three sub modules: **Housing Agency** sub module, **Development** sub module and the **Inventory Removals** sub module.

The **Housing Agency** sub module provides various types of data for PHAs. PHAs can use this sub module to enter, update and maintain their information. This sub module also allows the users to create new PHAs.

The **Development** sub module includes information about the inventory of units and buildings that PHAs manage. This sub module allows the users to view the current unit and building inventory, add new inventory items and delete inventory items that are no longer needed. The inventory information is provided at the development level, building level and unit level. Users can group any inventory items in the database based on various For example, units can be grouped by unit tenant status, submission status type, or unit designation.

The **Inventory Removals** sub module allows PHAs to remove certain items from their inventory by proposing those items for demolition/disposition. This sub module allows PHAs to fill the demolition/disposition application Form HUD-52860, submit it with accompanying documentation, review the application and approve it. After the demolition/disposition application is approved, inventory items that are subject to that application no longer are part of the PHA’s inventory.

1.1 DEVELOPMENT

The **Development** sub module of the **Housing Inventory** module allows users to view, access, and modify the physical inventory data. The physical inventory includes developments, buildings, and units managed by PHAs. The inventory database contains data for all the inventory items from the moment when a building, unit, or land becomes part of the assisted housing stock till the moment when the inventory item is disposed of and is no longer a part of assisted housing stock (removed from inventory).

The **Development** sub module includes eight tabs.

- The **Development**, tab allows users to manage development data.
- The **Building** tab allows users to manage building data by development. That is, the **Building** tab displays only buildings associated with the selected development.
- The **Unit** tab allows users to manage unit data by development. That is, the **Unit** tab displays only units associated with the selected development.

These tabs contain addresses, property characteristics, and various other types of data. Using these tabs, the user can add inventory items, edit inventory item information, and view the information about existing inventory items.

- The **Submission** tab allows users to submit any proposed inventory item property changes to be approved by HUD Field Office staff. The HUD approval is mandatory for certain item properties since they may affect PHA funding allocation and thus must be controlled by HUD personnel to avoid misuse.
- The **Approval** tab allows HUD users to approve the proposed inventory item information.
- The **Reports** tab allows the user to run various reports to view inventory unit and tenant data.
- The **Maintain Inventory** tab allows the user to edit various development, building, or unit numbers/re-assign units to different building with in the same development, or delete inventory item records, edit unit status effective dates and development regroupings.

The **CAPFUND B&U Certification** tab allows PHA users to certify their housing inventory for capital funding as of a specific date. After certification, PHAs can view the inventory that they are certified to receive funding for.

1.1.1 Development Tab

The **Development** tab contains the inventory data for developments that are managed by PHAs. A development can be one or more building(s) that form a community and are treated in IMS as one entity. The **Development** tab allows users to view, modify, or delete development data.

1.1.1.1 Profile sub Tab

The **Development** tab (see Figure 1) consists of four sub tabs:

- The **Profile** sub tab provides a summary of a development's program, structure, and inventory.
- The **List**sub tab presents a list of all developments in the selected HA.
- The **Address** sub tab presents the mailing and physical addresses (if available) for a development's management office.
- The **Contact** sub tab presents contact names, telephone numbers, email addresses, and other details for a selected development.

The **Profile** sub tab presents a specific development's vital housing information (program type, construction date, inventory, and so forth).

The following table includes all data presented in the Development Profile Information section and short description of each data category:

Profile Page Data Category	Description
Development Name	The name an HA assigns a development.
Program Type	One of the following program types is displayed: **HOPE VI**: Any program involving HOPE VI funds **Low Income Rental**: Regular public housing program **Low Income/Fair Market Rent**: Mixed Income programs unrelated to HOPE VI **Mixed Finance**: Mixed Finance programs unrelated to HOPE VI **Section 23 Bond Financed**: An obsolete program **Section 23 Leased**: An obsolete program **Turnkey III**: An obsolete Public Housing Homeownership program
Development Method	One of the following development methods is displayed: **Acquisition w/out Rehab**: The development is purchased and no rehabilitation is necessary. **Major Reconstruction of Obsolete Public Housing Projects (MROP)**: An obsolete development method. **New Construction**: A new development is built. Most developments fall into this category. **New Construction – Conventional**: Same as the New Construction method. **New Construction – Turnkey**: A method where the developer builds the development but "turns the keys over" when it's ready for the HA. **Rehabilitation– Conventional**: An old development is rehabilitated for HA use. **Rehabilitation– Turnkey**: A method where the developer rehabilitates the development and "turns the keys over" when it's ready for the HA. **Note:** The obsolete development methods will be removed in a future PIC release.
Structure Type	One of the following structure types is displayed: Elevator Structure Mixed Type Row or Townhouse Style (Sep. Entrances) Semi-Detached

Profile Page Data Category	Description
	Single-Family/Detached Walkup/Multifamily Apt (Shared Entrances)
Acquisition/Construction Date (if known)	Either the date the HA acquired the development, or the date construction began on the development.
Date of Full Availability (DOFA)	The DOFA occurs when at least 95% of the units in a development are ready to be occupied (i.e., have certificates of occupancy). The DOFA is especially important for management of a mixed-finance development because it starts the development's initial operating period.
End of Initial Operating Period (EIOP) Date	EIOP is the last day of the first calendar quarter after DOFA provided that 95% of the units are actually occupied (vs. ready to be occupied). If 95% of the units are not occupied, EIOP is automatically established as the last day of the second calendar quarter after DOFA. EIOP marks the point at which the construction period for a development ends and management begins.
Dwelling Structures	Number of structures in the development containing inhabitable units.
Non Dwelling Structures	Number of structures in the development with Non Dwelling buildings only.
"Scattered Site?"	Yes: Units are located in different parts of the city. (They are separated by more than one street.) No: Units exist in the same city location.
Total Acres	Available acres for development
Total removed acres	Available acres for development after its removed from inventory
Mixed finance except from FASS PH	Projects developed under the use of combination of private financing, public housing and other funds to develop public housing units except from FASS PH.

Many of the following structure types are displayed in other parts of this development sub module. Here are the definitions for each structure type listed.

Structure Type	Description
Elevator Structure	Any high-rise structure requiring an elevator under the Minimum Property Standards or local building codes.
Mixed Type	A development that consists of more than one structure type.

Structure Type	Description
Row or Townhouse (Sep. Entrances)	A structure containing three or more living units. Each unit is separated by vertical walls. These building types have their own entrances and interior stairs. **Note:** Units in this structure type should not have door numbers.
Semi-Detached	A structure containing two living units separated by a common vertical wall.
Single-Family/Detached	A structure consisting of a single-living unit surrounded by permanent, open spaces.
Walkup/Multifamily Apartment (Shared Entrances)	Any multilevel, low-rise structure containing two or more living units. Each unit is separated horizontally (ceiling/floor) and by vertical walls. This category includes row houses where the units share the same physical address and are identified by a door number only.

The **Development Summary Information** section includes an **Approved as of** date. This date refers to the date of the last approved building/unit data submission.

This section also displays the summarized unit counts by the unit designation types, dwelling information, and bedroom count.

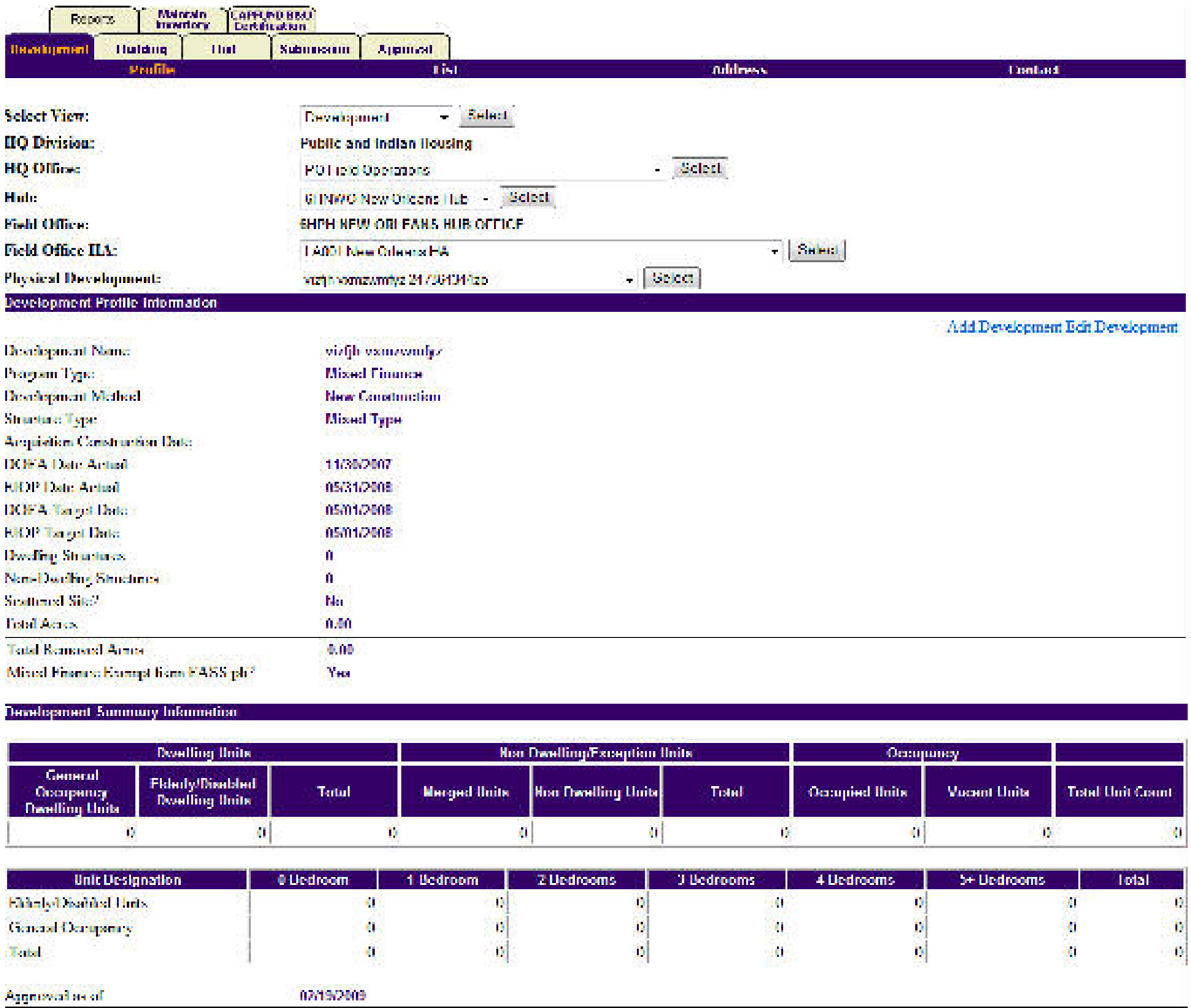


Figure 1: Development Profile page

1.1.1.1.1 Adding a Development

If the user clicks the **Add Development** link, the program will allow the user to add a new development to the development inventory of the selected PHA (see Figure 2).

When the user is adding new development records, the program requires the user to fill certain options in order to save the development record. The required options are marked with an asterisk (*). If there is no data entered for any of the designated fields, the user cannot save the information. The description of all the options is presented in the **Development Tab** section of this document.

After all the data has been entered, the user must click the **Add Development** button to add the new development record to the PHA housing inventory.

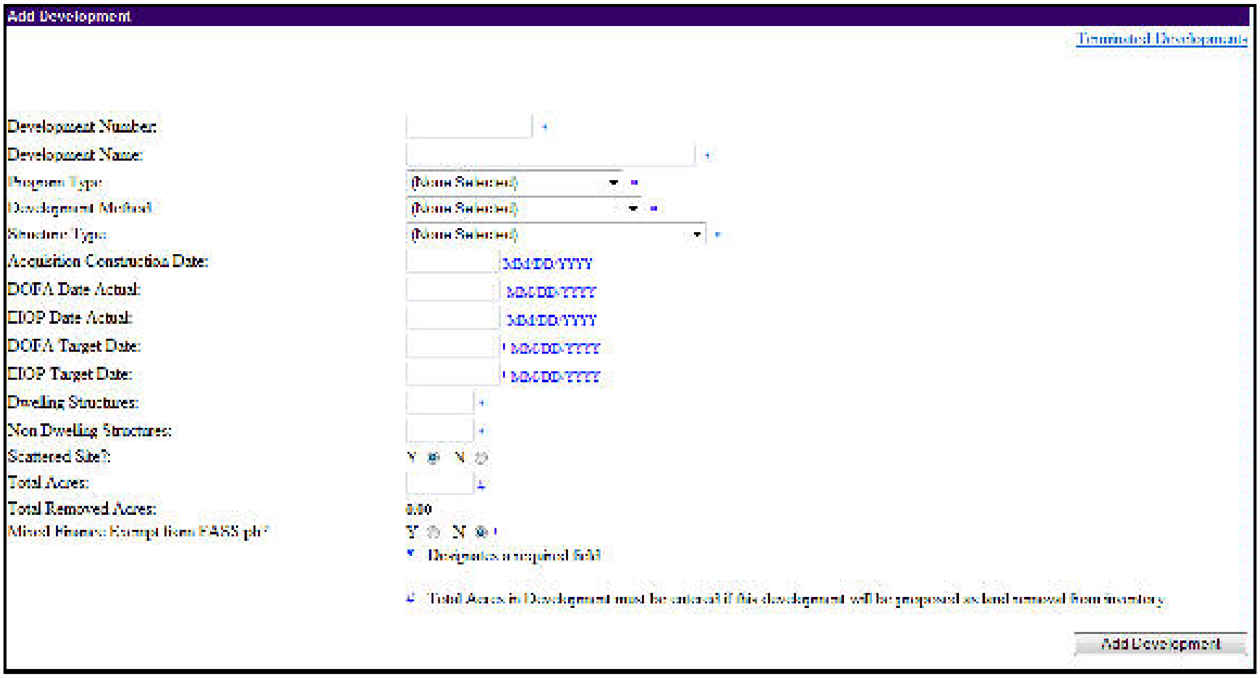


Figure 2: Add Development Section

1.1.1.1.2 Terminating Developments

This page also lists the **Terminated Developments** link. When a user clicks the **Terminated Developments** link, the system opens the **Terminated Developments** report (see Figure 3)**.** The report displays information about Hub, Field Office and Field Office HA in the header of the report and displays the development data in rows with the following columns: **Development Number**, **Development Name**, and **Termination Date**. The report also displays the **Print** and **Download in Excel** links in the right most top corner of the page. The report lists the development numbers that have been terminated from inventory for that PHA.

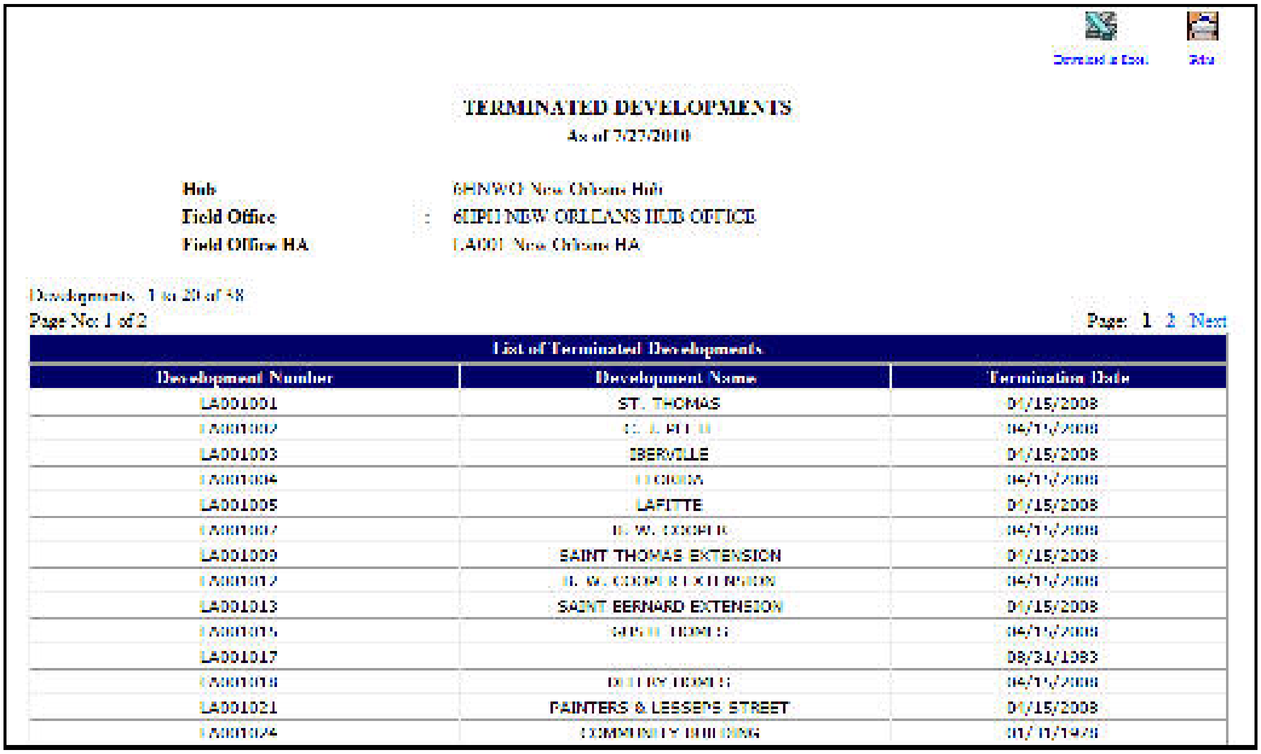


Figure 3: Terminated Developments report

1.1.1.1.3 Editing the Development

Users can add new developments or edit the existing developments. If a user clicks the **Edit Development** link, the program will display all the options as editable allowing the user to modify the development information (see Figure 5).

When the user is editing development records, the program requires the user to fill certain options in order to save the development record. The required options are marked with an asterisk (*). If there is no data entered for any of the designated fields, the user cannot save the information. The program will display a waning message prompting the user to enter missing data (see Figure 4).

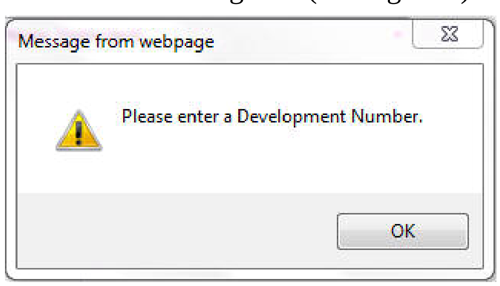


Figure 4: Sample warning message

The description of all the options is presented in the **Development Tab** section of this document.

After all the data has been entered, the user must click the **Save** button to save the edits of the development record to the PHA housing inventory.

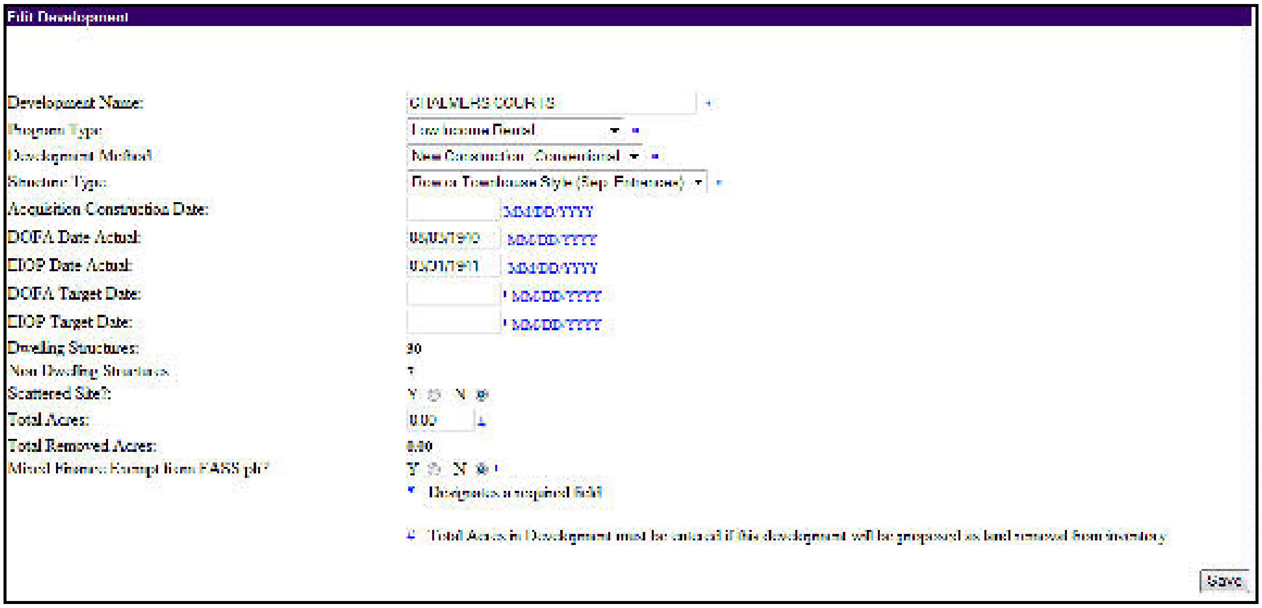


Figure 5: Editing Development Information

1.1.1.2 List sub Tab

The **List**sub tab (see Figure 6) displays a summary listing of all the developments associated with the Housing Authority that the user selected on the **Development Profile** page. Users can view all the developments associated with the PHA record, or narrow the report criteria by using the **Status** list. The **Status** list allows users to set the program to display only the developments of the selected status. The **ACC Details** list allows users to view the ACC data for all the developments. To apply the selected search criteria, users must click **Retrieve**.

System retrieves the development list based on the user selection; user can click the **Development Number** link from the list to view more details about that particular development. When the user clicks the **Development Number** link the system navigates to the **Unit List** sub tab of the **Unit** tab.

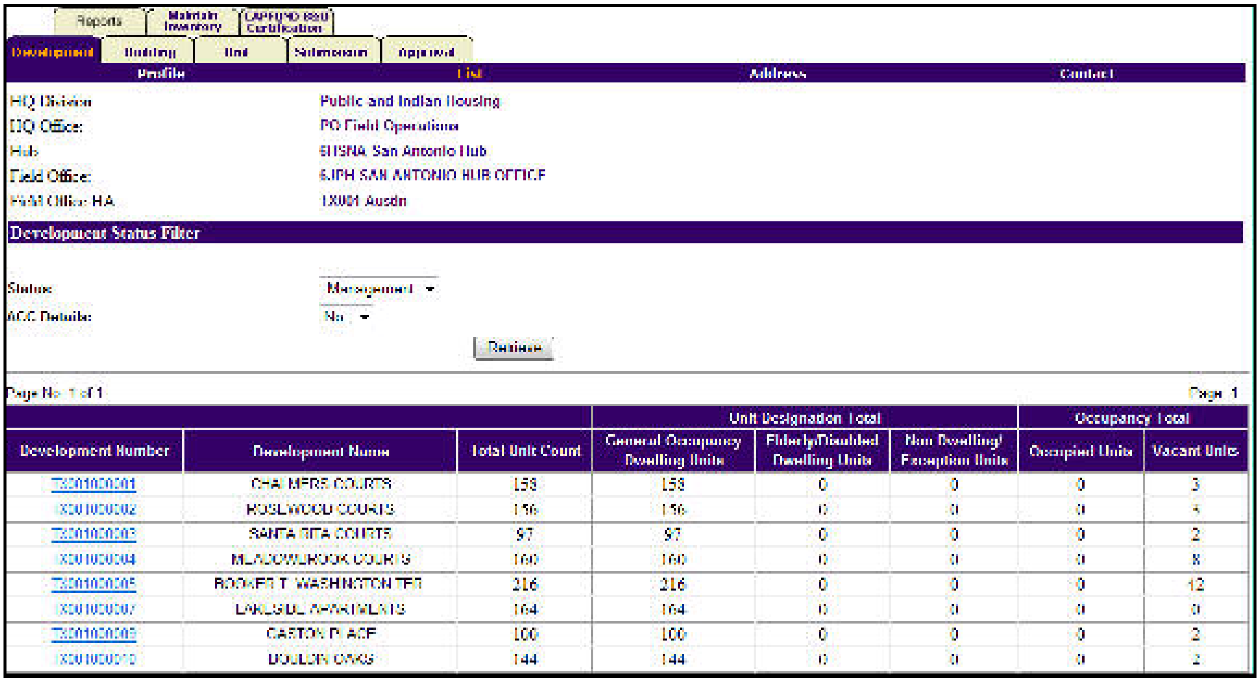


Figure 6: List sub tab

The development listing table of the **List**sub tab displays the following information for each development based on the user selected filter options from the status filter and when the **ACC Details** option is set to **No**. PIC draws the information from the **Development**, **Building**, and **Unit** tabs in this sub module. The program displays the following information:

- The **Development Number** column displays the development number in PIC as a link to the **Unit** tab.
- The **Development Name** column displays the development name.
- The **Total Unit Count** column displays the total number of units in the development.
- The **Unit Designation Total** section displays unit counts by unit designation types.
- The **Occupancy Total** section displays the number of vacant and occupied units within the development.

If the user selects the **Yes** option in the **ACC Details** list, then the program will display the following ACC unit data:

- The **Development Number** column displays the development number in PIC as a link to the **Unit** tab.
- The **Development Name** column displays the development name.
- The **Total Unit Count** column displays the total number of units in the development.
- The **Unit Designation Total** section displays unit counts by unit designation types. The unit counts are broken down by ACC indicator (Y and N).
- The **Occupancy Total** section displays the number of vacant and occupied units within the development. The unit counts are broken down by ACC indicator (Y and N). See Figure 7.

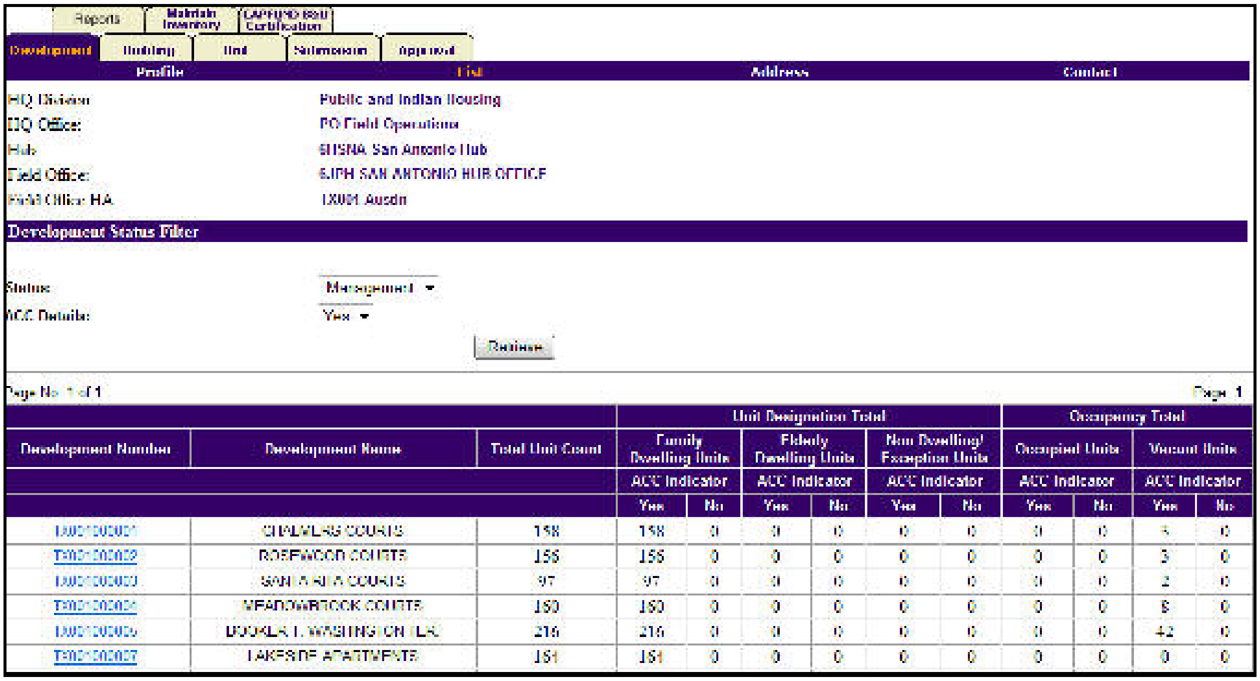


Figure 7: List sub tab with the ACC details

1.1.1.3 Address sub Tab

The **Address** sub tab (see Figure 8) displays the development address. PIC allows users to enter two types of addresses – the physical and the mailing address. The **Select Address Type** list allows users to select the type of address to view. After the user clicks **Select**, the program refreshes the page and displays the actual address entered, if applicable.

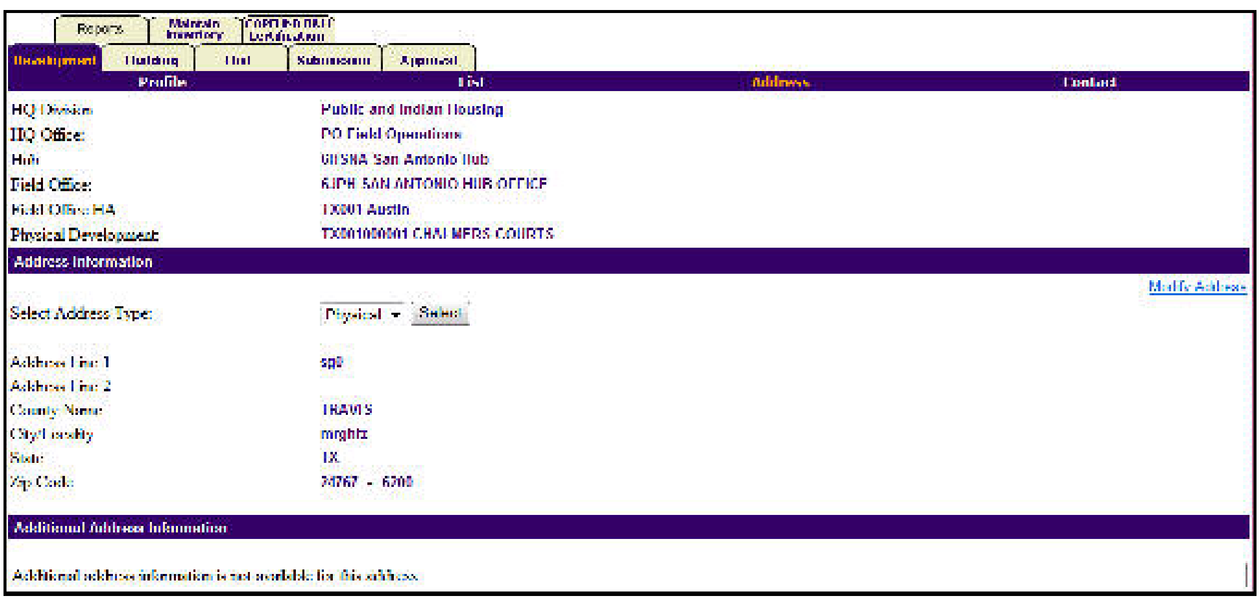


Figure 8: Address sub tab

The **Modify Address** link allows users to edit the development address. The program displays the address boxes for the user to modify. The boxes marked with the asterisk (*) are mandatory.

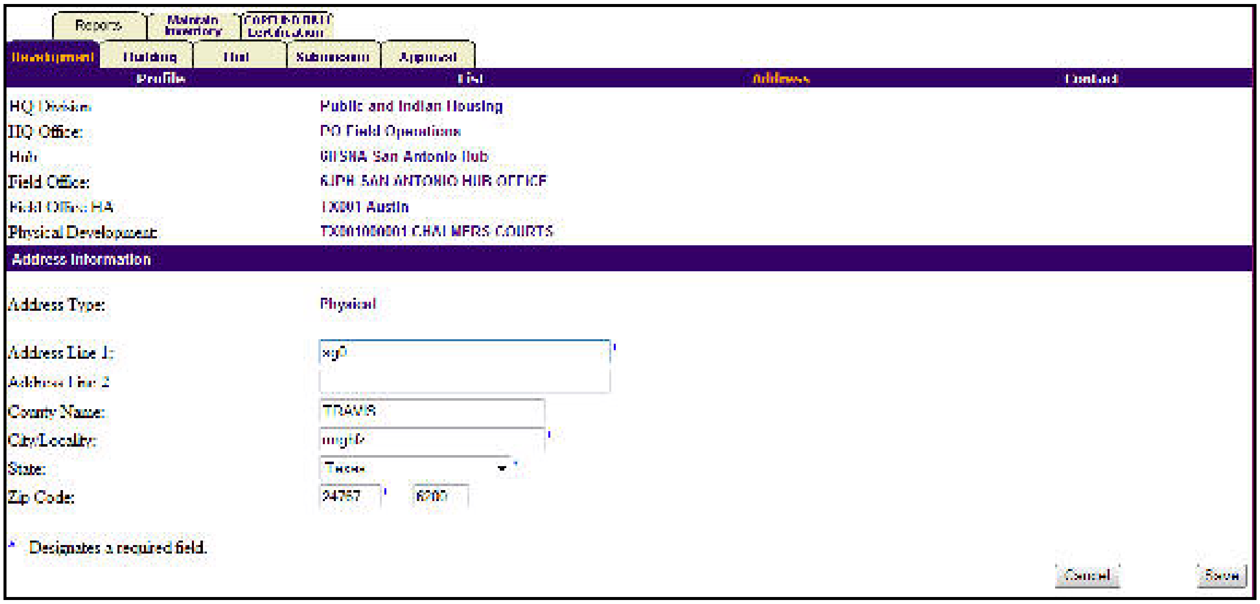


Figure 9: Modifying Development Address

To save the changes, the user must click **Save**. If the user clicks **Cancel**, then the program will not retain any user modifications.

1.1.1.4 Contact sub Tab

The **Contact** sub tab (see Figure 10) displays the information about the development manager. If any issues arise concerning the development, this person would be the point of contact for their resolution. The user can select the contact status using the **Contact Status** list to filter the contacts. The options available are **Active**, **Inactive,** and **All**.

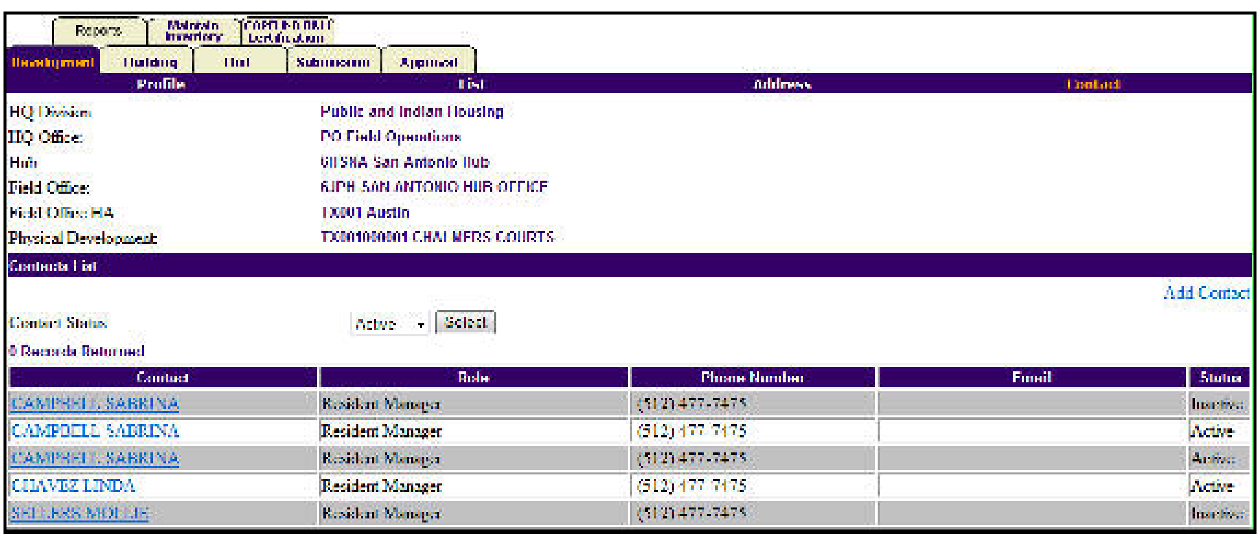


Figure 10: Contact sub tab

The **Contacts List** table displays the contact name, role, phone number, email, and activity status.

1.1.2 The Building Tab

The **Building** tab contains the official inventory of buildings for the development selected on the **Profile** page.

Two different pages are accessible via the Building Tab.

- **The Building List** sub tab presents summary information for every building in the selected development. It also enables users with the proper security access role to delete building records from the development. . If the building status is **Initial Upload**, any user type can delete it except for Guest user. If the building status is **Initial Approval Completed**, than only HUD/Super user can delete those buildings on condition that they do not have any units associated with them.
- **The Building Detail** sub tab provides information about a specific building. It also enables users to edit building details or add a new building record.

Additional information on how to perform certain actions in this tab can be found in job aids on HUD website. IMS job aids provide users with additional support to help navigate through the PIC sub modules. They are intended as informal, technical guidance to help users successfully complete the activities specified in the job aid. The job aids can be found following the link: http://www.hud.gov/offices/pih/systems/pic/ts/

1.1.2.1 The Building List sub Tab

The **Building List** sub tab (see Figure 11) presents a list of all buildings in the development selected on the **Profile** sub tab of the **Development** tab. It also provides summary data for each of those buildings.

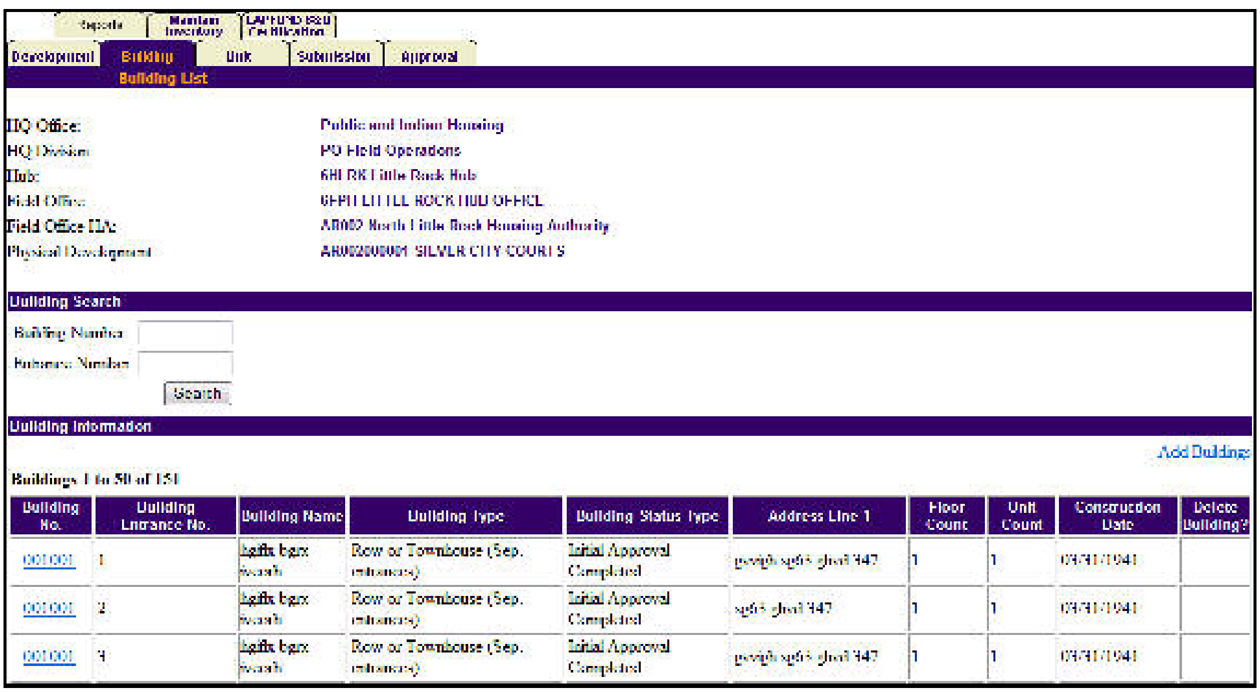


Figure 11: Building List sub tab Building tab

1.1.2.1.1 Searching the Building Information Table

Developments can have hundreds of buildings. PIC provides two different methods for searching for a specific building in the building list: a search by building number and a search by entrance number (see Figure 11). The search filters can be found in the **Building Search** section.

These two search methods can be used independently or together. Type the desired building number in the **Building Number** box or the building entrance number in the **Entrance Number** box. Click the **Search** button. The system will display the data pertaining to the specified building or entrance number.

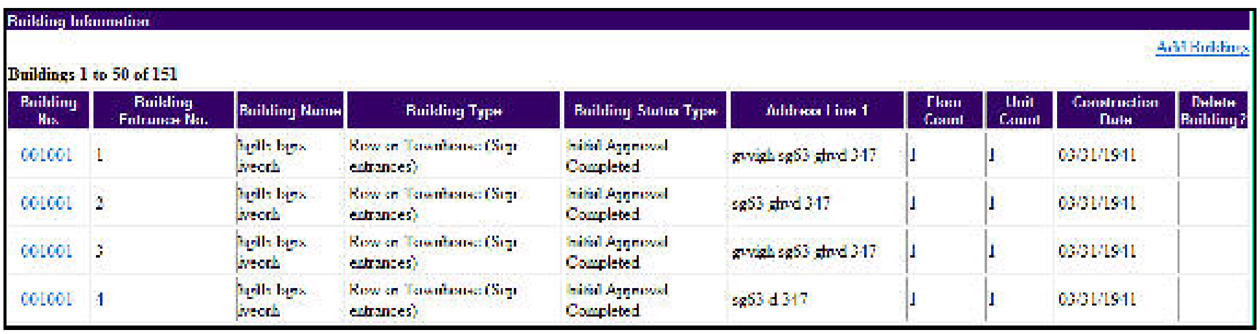
1.1.2.1.2 Information Presented on the Building List Page

The **Building List** sub tab consists of the development identification information, **Building Search** section and the **Building Information** section. The **Building Information** section displays a table containing summarized building information.

The development identification information includes the following:

- HQ Division
- HQ Office
- Hub
- Field Office
- Field Office HA
- Physical Development

The **Building Information** table (see Figure 12) displays several categories of information.


Building Information

Add Building

Buildings 1 to 50 of 151

Building No.	Building Entrance No.	Building Name	Building Type	Building Status Type	Address Line 1	Floor Count	Unit Count	Construction Date	Delete Building?
001001	1	[illegible]	Row or Townhouse (Sign entrances)	Initial Approval Completed	[illegible]	1	1	03/31/1941	
001001	2	[illegible]	Row or Townhouse (Sign entrances)	Initial Approval Completed	[illegible]	1	1	03/31/1941	
001001	3	[illegible]	Row or Townhouse (Sign entrances)	Initial Approval Completed	[illegible]	1	1	03/31/1941	
001001	4	[illegible]	Row or Townhouse (Sign entrances)	Initial Approval Completed	[illegible]	1	1	03/31/1941	

Figure 12: An example of a Building List.

The following table lists and provides descriptions for the **Building Information** table data categories.

Data Category	Description
Building No	The unique identification number for the selected building.
Building Entrance No	The specific entrance number for the selected building record. One building structure can have several entrances. Each entrance number has its own physical address and its own building record.
Building Name	If entries in this category are blank, the HA has not entered a name for the building.

Data Category	Description
Building Type	One of the following structure types is displayed: • Elevator Structure • Walkup/Multifamily Apartment (Shared Entrances) • Non Dwelling Structure • Row or Townhouse (Sep. Entrances) • Semi-Detached (Sep. Entrances) • Single-Family/Detached
Building Status Type	The status of the building entrance record in PIC. One of the following statuses is displayed: • Initial Upload: The building record has been entered but not approved by the Field Office. • Initial Approval Completed: The building record has been approved by the Field Office. • Demo/Dispo – Approved: The building in question has been approved for either demolition or disposition. Source: **Demo/Dispo** sub module. • Demo/Dispo – Proposed: The building in question has been proposed for either demolition or disposition. Source: **Demo/Dispo** sub module. • Demo/Dispo Draft: A draft has been created to propose either demolition or disposition for this building. Source: **Demo/Dispo** sub module. • Removed from Inventory: HUD HQ has completed the HA request to remove this building from the HA’s inventory. Source: **Demo/Dispo** sub module. • Proposed Removed from Inventory: The HA has submitted a request to HUD HQ to remove this building from its inventory. Source: **Demo/Dispo** sub module. • Removed without HUD Approval: Buildings removed from the HA’s official inventory without formal approval from a HUD Field Office. This entry may switch to Removed without Formal Approval in the future.
Address Line 1	The physical address for the selected building entrance. Physical address is an address an emergency services unit (e.g., police or rescue squad) would respond to.
Floor Count	The number of floors accessible via the specified building entrance where units that can be occupied exist.
Unit Count	Number of units accessible via the building entrance. This number includes units of all types.
Construction Date	The date the building entrance finished construction.

Data Category	Description
Delete Building?	This column displays the check box that allows users to delete selected buildings. In most instances, this column is blank.

The building numbers displayed in the **Building No.** column are links. Each link allows the user to view the details for the particular building in the **Building Detail** sub tab. Click a **Building Number** link to view additional building details for that building.

Note: If you click a link for a building record with a Remove from Inventory status, PIC displays the following message: *No buildings were found in this development, please add a building.*

The **Building Information** table displays 50 building entrance records at a time. The total number of records is displayed at the top of the table.

If there are more than 50 buildings in a development, the user may click the **Next** link at the bottom of the table to view the remainder. After clicking the **Next** link, the user can click the **Previous 50 Buildings** link to return to the previous page.

1.1.2.2 The Building Detail sub Tab

To access the **Building Detail** sub tab (see Figure 13), click a **Building Number** link from the Building Information table.

This page presents the information for every building entrance number associated with the building. It also displays the summary of the entire unit data associated with the building entrance number.

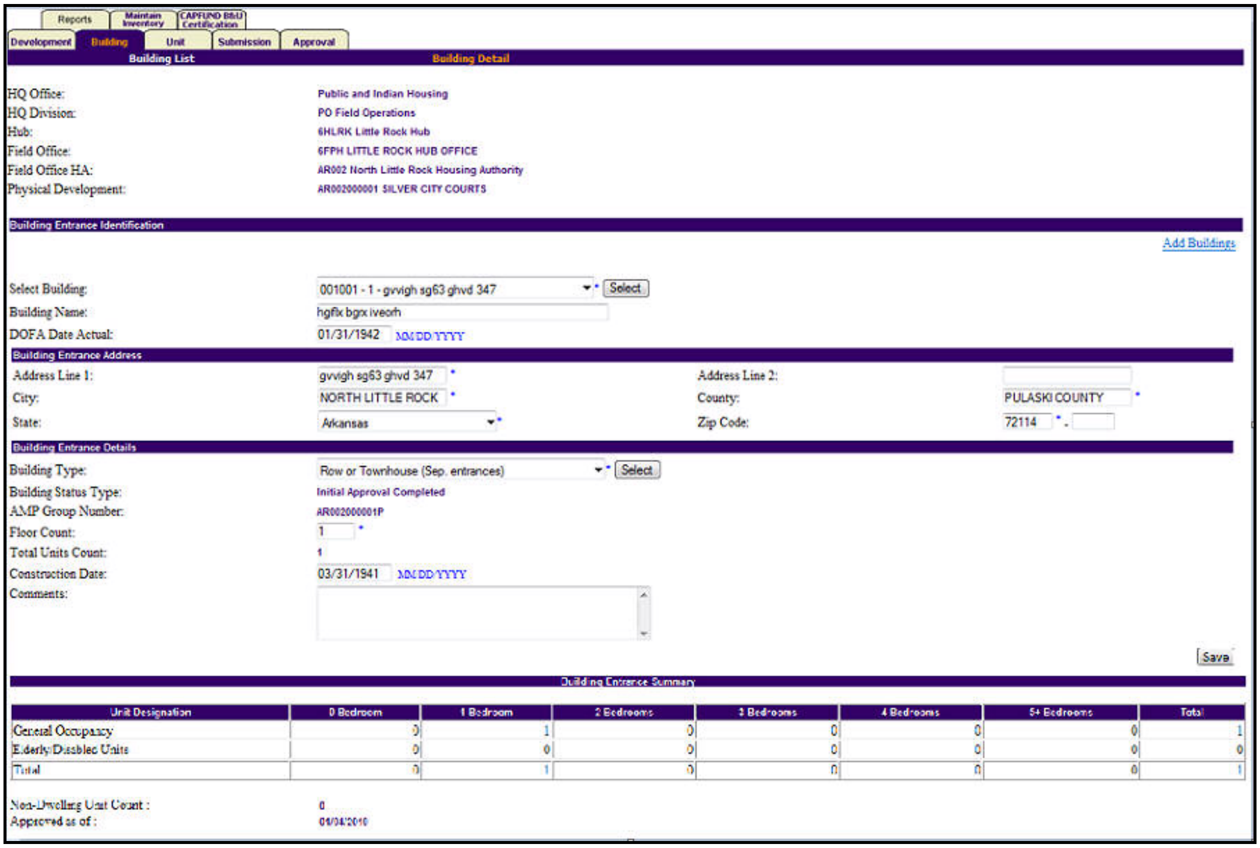


Figure 13: Building Detail sub tab

1.1.2.2.1 Information Presented on the Building Detail Page

The **Building Detail** page consists of the following sections:

- Development identification information displays the HQ Division, HQ Office, Hub, Field Office, PHA and development name and number.
- **Building Entrance Identification** section allows the user to select the building entrance number (if the building has multiple entrance numbers) to view the details for the selected entrance number.
- **Building Entrance Address** section displays the physical address associated with the entrance number.
- **Building Entrance Details** section displays the building details of the building that is associated with the entrance number selected.
- **Building Entrance Summary** section displays the unit data for the selected building entrance number.

The **Building Entrance Identification** section includes the following building identifiers (see Figure 14):

- The **Select Building** list containing a list of building entrance number for the user to select.
- The **Building Name** box contains the name of the building (if applicable)
- The **DOFA Date Actual** box displays the date in the MM/DD/YYYY format.

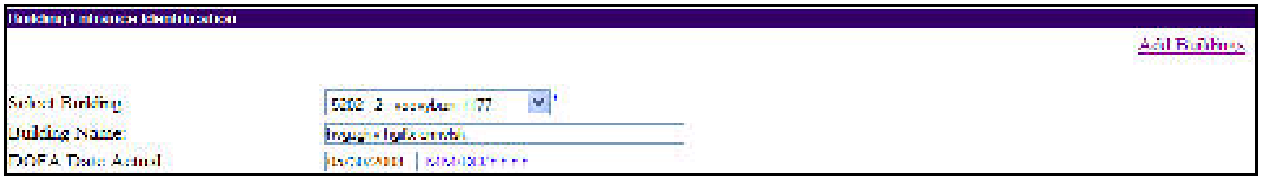


Figure 14: Building Entrance Identification section of Building Detail page.

Additionally, the user can add new buildings to the selected development by clicking the **Add Buildings** link.

The **Building Entrance Address** (see Figure 15) section displays the following physical entrance address details:

- Address Line 1
- Address Line 2
- City
- County
- State
- Zip Code

The **Building Entrance Details** (see Figure 15) section provides the following structural and status details. Many of these data categories are also presented in the **Building Information** table.

- Building Type
- Building Status Type
- AMP Group Number
- Floor Count
- Total Unit Count (this data category is the same as the Unit Count category on the Building List)
- Construction Date
- Comments (general comments about the building or development)

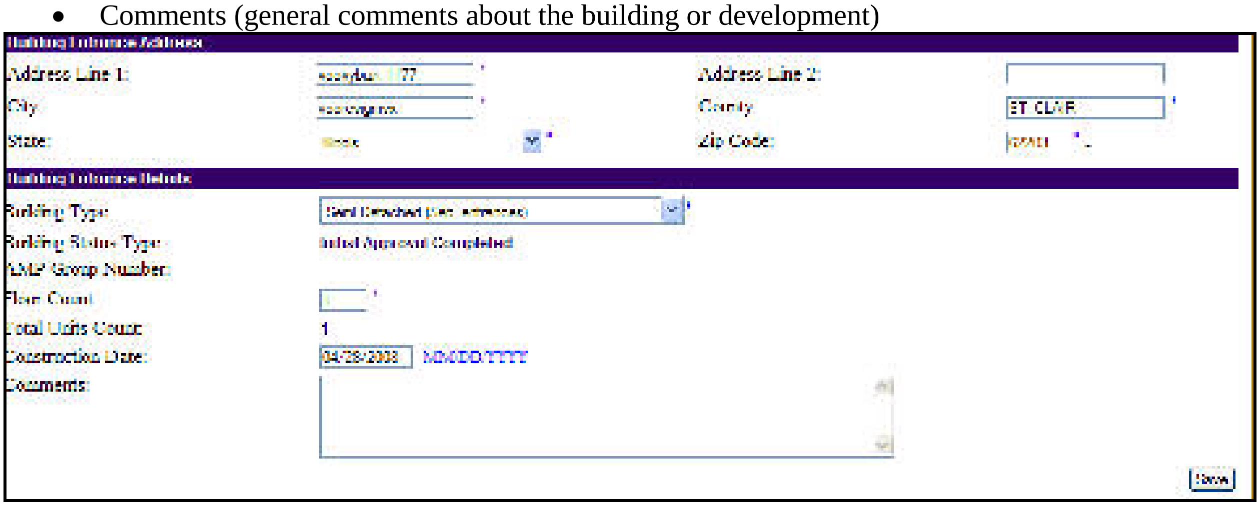


Figure 15: Building Details - Building Entrance Address & Details sections

The **Building Entrance Summary** section (see Figure 16) provides the following information about the units accessible via the selected entrance:

- Number of Units by Unit Designation

- Family Units
- Elderly Units
- Total

- Number of Units by Bedroom Size
  - 0 Bedroom
  - 1 Bedroom
  - 2 Bedrooms
  - 3 Bedrooms
  - 4 Bedrooms
  - 5+ Bedrooms
  - Total

Unit Designation	0 Bedroom	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5+ Bedrooms	Total
Family Units	0	0	0	0	0	0	0
Elderly Units	0	1	0	0	0	0	1
Total	0	1	0	0	0	0	1

Non Dwelling Unit Count : 0
Approval as of: [illegible]

Figure 16: The Building Entrance Summary section of the Building Detail page.

This section also displays the following building entrance information:

- **Non-Dwelling Unit Count**: The number of Non Dwelling units accessible via the building entrance.
- **Approved as of**: The date of the last building data approval for the selected building.

The following building types can be selected in the **Building Type** list:

Building Type	Description
Elevator structure	Any high-rise structure requiring an elevator under the Minimum Property Standards or local building codes. For the Elevator Structure the minimum unit count must be 5.
Multifamily/Walkup Apts (Shared Entrance)	Any multilevel, low-rise structure containing two or more living units. Each unit is separated horizontally (ceiling/floor) and by vertical walls. This category includes row houses where the units share the same physical address and are identified by a door number only. For the Multifamily/Walkup Apts (Shared Entrance) may have more than one entrance, one entrance must have at least two units, and all other entrances must have at least one unit.
Non Dwelling Structure	Non dwelling structure will not have any units associated with the structure since the building will not have any residents. So the total unit count for this building type must equal zero.
Row or Townhouse (Sep. entrances)	A structure containing three or more living units. Each unit is separated by vertical walls. These building types have their own entrances and interior stairs. This type of buildings must have

	only one entrance / unit. **Note:** Units in this structure type should not have door numbers.
Semi Detached (Sep. entrances)	A structure containing two living units separated by a common vertical wall. This type of buildings must have only one entrance / unit.
Single Family / Detached	A structure consisting of a single-living unit surrounded by permanent, open spaces. This type of buildings must have only one entrance / unit.

1.1.2.2.2 Adding New Buildings

The user can add additional building(s) to the development. To add new buildings, the user should click the **Add Buildings** link.

The **Building Detail** sub tab will be refreshed and all the options will be displayed as editable (see Figure 17). The development which was pre-selected on the **Development** tab will be active. In order to add a new building, the user need to specify the structure type in the **Building Type** list along with **Total Units Count, Building Number, Building Name** and **Building Entrance Address** information. For more information about these options, please refer to section 1.1.2.2.

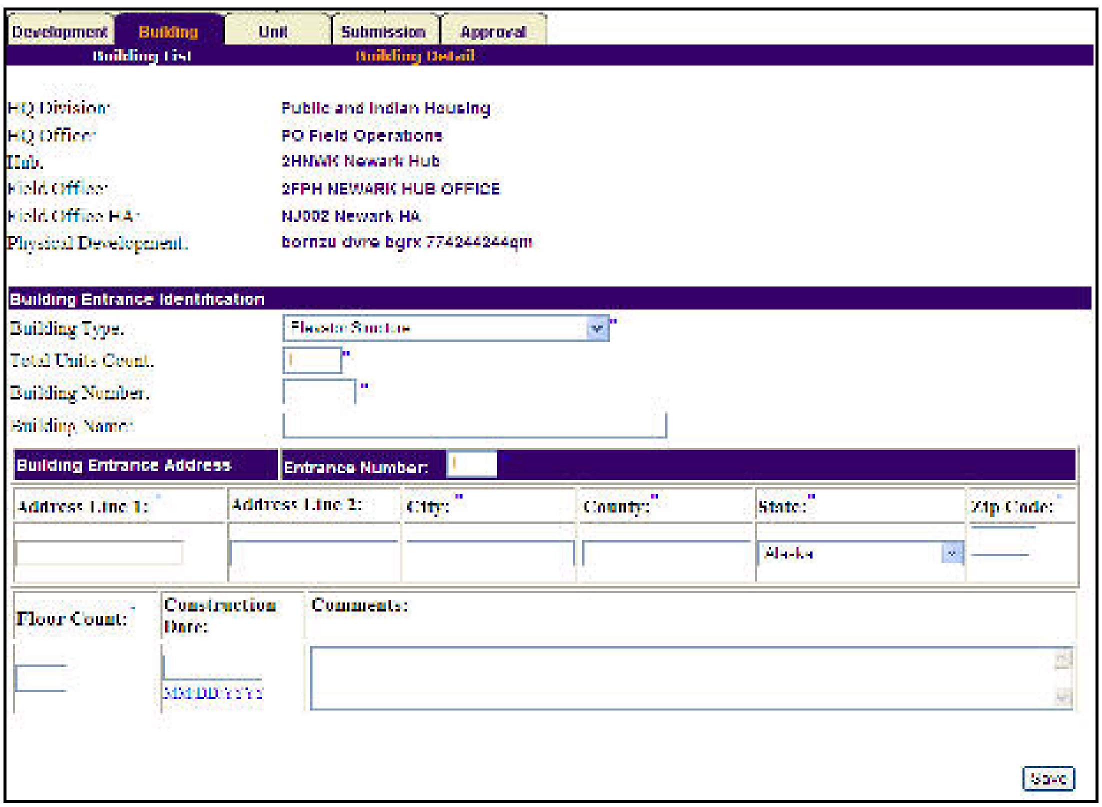


Figure 17: The Add Buildings Page

1.1.3 The Unit Tab

The **Unit** tab (see Figure 18) contains the official inventory of units for the development selected on the **Profile** sub tab. It also provides the functionality to upload large amounts of building and unit data for submission in PIC and to view histories of upload error reports.

Note: Uploading data is not the same as submitting data. After you perform an upload, you still need to submit building/unit data via the **Submission** tab.

The **Unit** tab is composed of three sub tabs:

- **The Unit List** sub tab displays a list of all units in a development and enables the user to view specific unit details. It also enables users with the proper security access to add unit records to a development, delete unit records from a development (during the initial upload stage only), or edit specific unit information.
- **The Building/Unit Data Transfer** sub tab enables users to download a file template for a mass submission of building and unit data. It also enables HA users to upload a Comma Separated Values (CSV) or Microsoft® Excel file into PIC.
- **The Upload Error Report** sub tab enables HA users to view any errors that occurred during the report upload process.

The **Unit List** sub tab is the default page for the **Unit** tab.

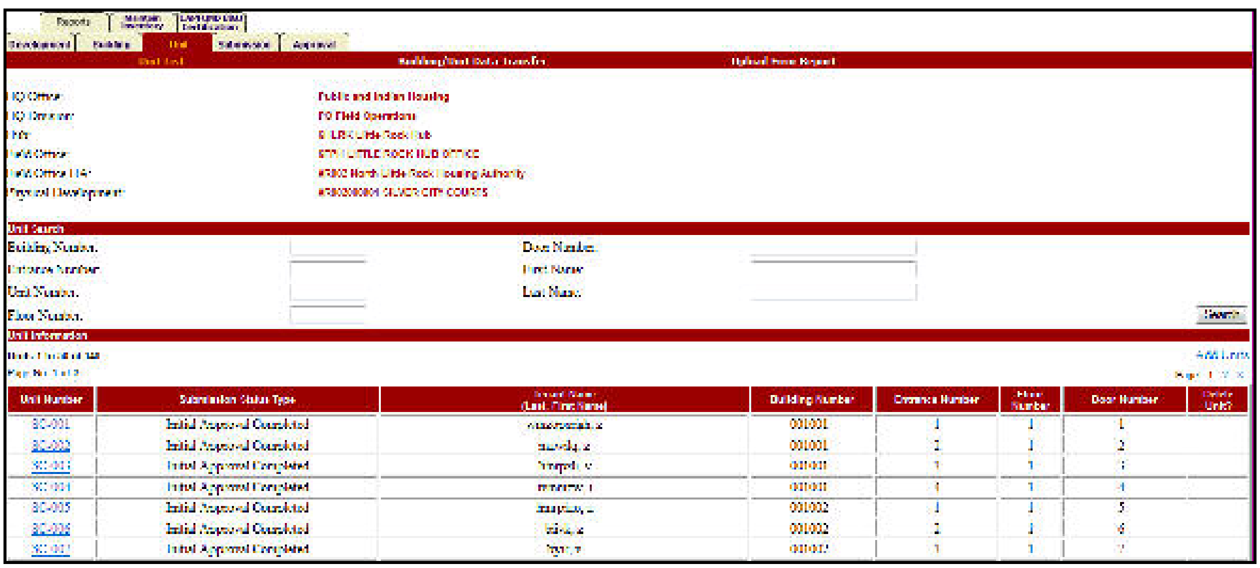


Figure 18: Unit tab and Unit List sub tab

Additional information on how to perform certain actions in this tab can be found in job aids on HUD website. IMS job aids provide users with additional support to help navigate through the PIC sub modules. They are intended as informal, technical guidance to help users successfully complete the activities specified in the job aid. The job aids can be found following the link: http://www.hud.gov/offices/pih/systems/pic/ts/

1.1.3.1 The Unit List sub Tab

Click the **Unit** tab to access the **Unit List** sub tab. The **Unit List** sub tab presents a searchable list of every unit in the development selected on the **Profile** page. The list contains summary details for every unit displayed. It also allows users to edit existing unit data, add new unit records, or delete invalid unit records (during the initial upload stage only).

1.1.3.1.1 Using the Unit Search Functions

Developments can include hundreds, sometimes thousands of units. While all units in a development can be presented on the **Unit List** sub tab, PIC also supplies the following tools for filtering the list:

- Building Number
- Entrance Number
- Unit Number
- Floor Number
- Door Number
- HOH First Name
- HOH Last Name

In order to use the filter, the user should type the data into the appropriate boxes (**Building Number**, **Entrance Number**, **Unit Number**, **Floor Number**, **Door Number**, **First Name**, and **Last Name**) and click the **Search** button (see Figure 19). The user can use any combination of these tools for one search.

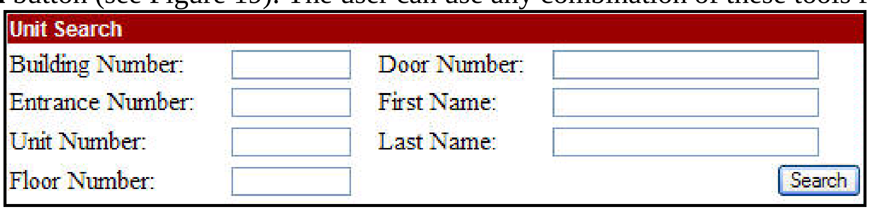


Figure 19: Unit Search

1.1.3.1.2 Information Presented on the Unit List sub Tab

The **Unit List** sub tab presents a table that lists all the units associated with the development identified in the first tier of the page.

The first tier contains the following development identification information:

- HQ Division
- HQ Office
- Hub
- Field Office
- Field Office HA
- Physical Development

This information is not modifiable. If the user wants to select another development, the user would have to return to the **Profile** sub tab of the **Development** tab and select a different development.

The **Unit Information** section (Figure 20) is features a table displaying data for each unit that meets the applied search criteria. If the user does not search for a particular unit or unit type, PIC displays a record for every unit in the development.

Unit Information

Units 1 to 10 of 10 — Add Units

Page No: 1 of 1

Unit Number	Submission Status Type	Tenant Name (Last, First Name)	Building Number	Entrance Number	Floor Number	Door Number	Delete Unit?
527721	Initial Approval Completed	ivknfq, v	5201	1	1		
527725	Initial Approval Completed	mlhriizs, z	5201	2	1		
527729	Initial Approval Completed	ilobzg, z	5202	1	1		
527733	Initial Approval Completed	hpmzysxizn-bvmmrpxn, v	5202	2	1		

Figure 20: An example of a Unit List.

PIC presents the number of unit records just above the table. The table displays 50 records at a time.

PIC displays the units in ascending alphanumeric unit number order. If there are more than 50 units in a development, click the **Next** hyperlink at the bottom of the table to view the following unit records. After clicking the **Next** ink, the user can click the **Previous 50 Units** link to return to the previous page.

The following table presents and describes the unit list data categories:

Data Category	Description
Unit Number	The unique identifier for a unit. This number is the same as the HA’s inventory number for the unit.

Data Category	Description
Submission Status Type	The status of the unit in PIC. One of the following statuses is displayed: • Initial Upload: The unit record has been entered into PIC but not approved by a Field Office. • Initial Approval Completed: The unit record has been approved by the Field Office. • Demo/Dispo – Approved: The building the unit is in has been approved for either demolition or disposition. Source: **Inventory Removals** sub module. • Demo/Dispo – Proposed: The building the unit is in has been proposed for either demolition or disposition. Source: **Inventory Removals** sub module. • Demo/Dispo Draft: A draft application has been created to propose either demolition or disposition for the building this unit is in. Source: **Inventory Removals** sub module. • Removed from Inventory: HUD HQ has completed the HA request to remove this unit from the HA's inventory. Source: **Inventory Removals** sub module. • Proposed Removed from Inventory: The HA has submitted a request to HUD HQ to remove this unit from its inventory. Source: **Inventory Removals** sub module. • Removed without HUD Approval: Units removed from the HA's official inventory without formal approval from a HUD Field Office. This entry may switch to "Removed without Formal Approval" in the future. • Proposed Unit Information – PHAs proposed unit status/designation changes. • Submit Unit Information – PHA submitted the unit status/designation changes to the field office for approval. • Final Review results submitted – Field office approved the unit status/designation changes and waiting for the archival to take place.
Tenant Name - Last Name, First Name	If the unit is unoccupied, the column will state VACANT. PIC draws this head of household information from the **Form-50058** module.
Building Number	The unique identifier for the building containing the selected unit.
Entrance Number	The unique identifier for the building entrance used to access the unit. One building structure can have several entrances. Each entrance number has its own physical address and its own building record.
Floor Number	The floor in the building where the selected unit is located.
Door Number	The unique number for each unit within an elevator structure or walkup/multifamily apartment. Typically, door numbers are optional for row houses, town homes, semidetached, and single-family units.

Data Category	Description
Delete Unit?	If this functionality is available, the program will display a check box allowing to remove the unit from PIC inventory.

1.1.3.1.3 Deleting Units

If a user deletes a unit record, it cannot be retrieved. Only delete a unit record that is an erroneous entry. Make sure the unit has never been part of the official inventory before deciding to erase it permanently.

PIC enables users to perform this deletion only in certain circumstances. Unit records can only be deleted before they are submitted to the Field Office or after that initial upload data is rejected by the Field Office.

If the user is uploading a second set of new unit data after the first set of unit data has received Field Office approval, units can only be deleted from the second set of data.

If none of the above situations apply, the user must submit a formal request to HUD HQ to delete a unit record.

In order to delete a unit, navigate to the **Unit List** page and when the functionality to delete units is available, check boxes are displayed in the **Delete Unit?** column of the **Unit Information** section. Select desired units and click the **Delete** button at the bottom of the table to erase the unit records. Please note that this is a non-reversible action. After you delete a unit, all of the data associated with it is deleted.

1.1.3.2 Unit Details Page

The unit number displayed in the **Unit Number** column is a link that allows the user to access additional details about the selected unit.

PIC displays unit details in two sections:

- The **Unit Information** section
- The **Head of Family Details** section

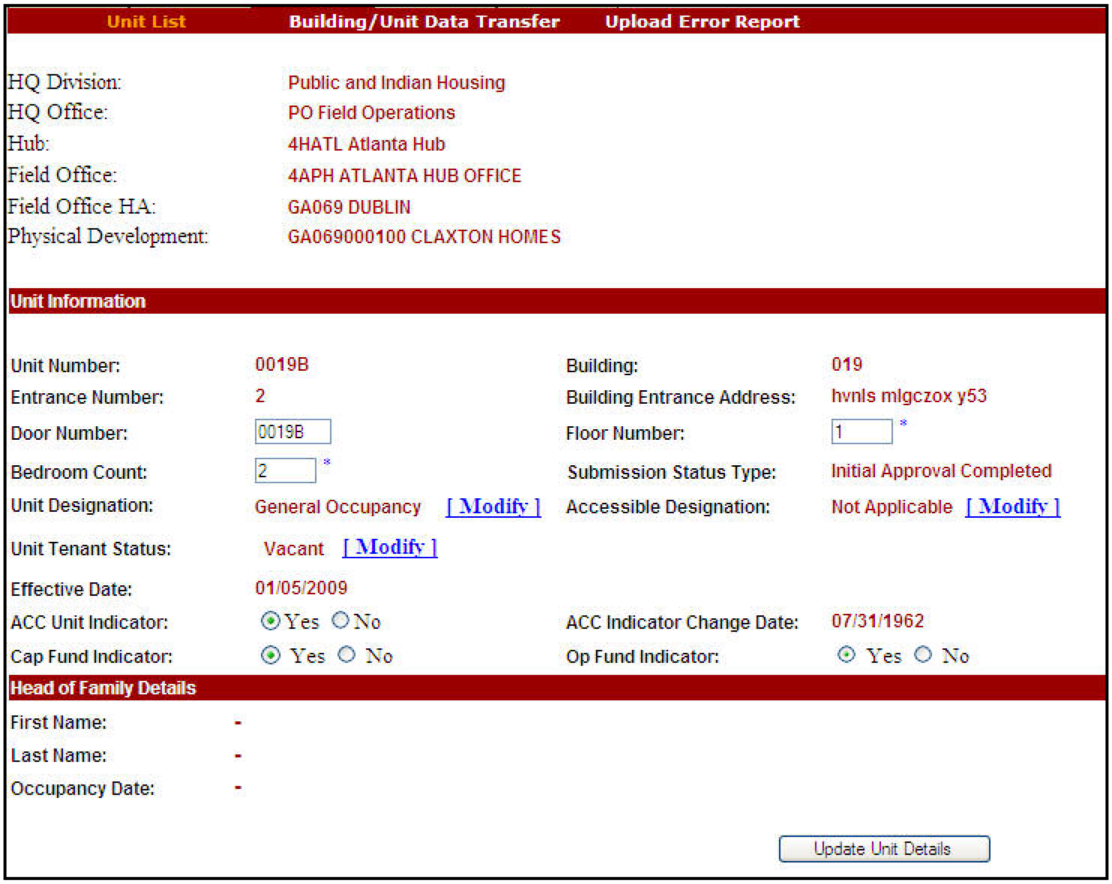


Figure 21: Unit Details

Additional information on how to perform certain actions in this tab can be found in job aids on HUD website. IMS job aids provide users with additional support to help navigate through the PIC sub modules. They are intended as informal, technical guidance to help users successfully complete the activities specified in the job aid. The job aids can be found following the link: http://www.hud.gov/offices/pih/systems/pic/ts/

1.1.3.2.1 The Unit Information Section

In addition to the data in the Unit List, the Unit Information section includes the following details:

- Unit Number
- Entrance Number
- Door Number
- Bedroom Count
- Unit Designation
- Unit Tenant Status
- Effective Date
- Building
- Building Entrance Address
- Floor Number
- Submission Status Type
- Accessible Designation
- ACC Indicator Change Date
- Op Fund Indicator

- ACC Unit Indicator
- Cap Fund Indicator

1.1.3.2.2 The Head of Family Details Section

The **Head of Family Details** section (see Figure 21) displays the following head of household information:

- First Name
- Last Name
- Occupancy Date

1.1.3.2.3 The ACC Unit Indicator

At the start of the public housing process, HUD and a PHA enter into an ACC agreement to establish what units get subsidized and the amount of HUD subsidies thatwill be provided. The ACC Unit Indicator in PIC is used to identify units included in this contract.

All public housing dwelling units are "ACC Yes" units. That means that these units are subject to the ACC agreement between HUD and a PHA and receive subsidy. However, there are four situations where the ACC status of a unit can be brought into question:

- Permanent Conversions to Non Dwelling Units
- Temporary Conversions to Non Dwelling Units
- Merged Units
- Floating Units in Mixed Finance Developments

1.1.3.2.4 Editing Unit Details

The information in the following fields can be changed:

- Door Number
- Bedroom Count
- Unit Designation
- Floor Number
- Accessible Designation

The user can easily change/add information by typing data into the boxes and clicking the **Update Unit Details** button. However, for **Unit Designation** and **Accessible Designation** options an additional step is required (described below).

Figure 22: Update Unit Detail

To edit the **Unit Designation** option the user should click the **Modify** link as shown on the screenshot (see Figure 23).

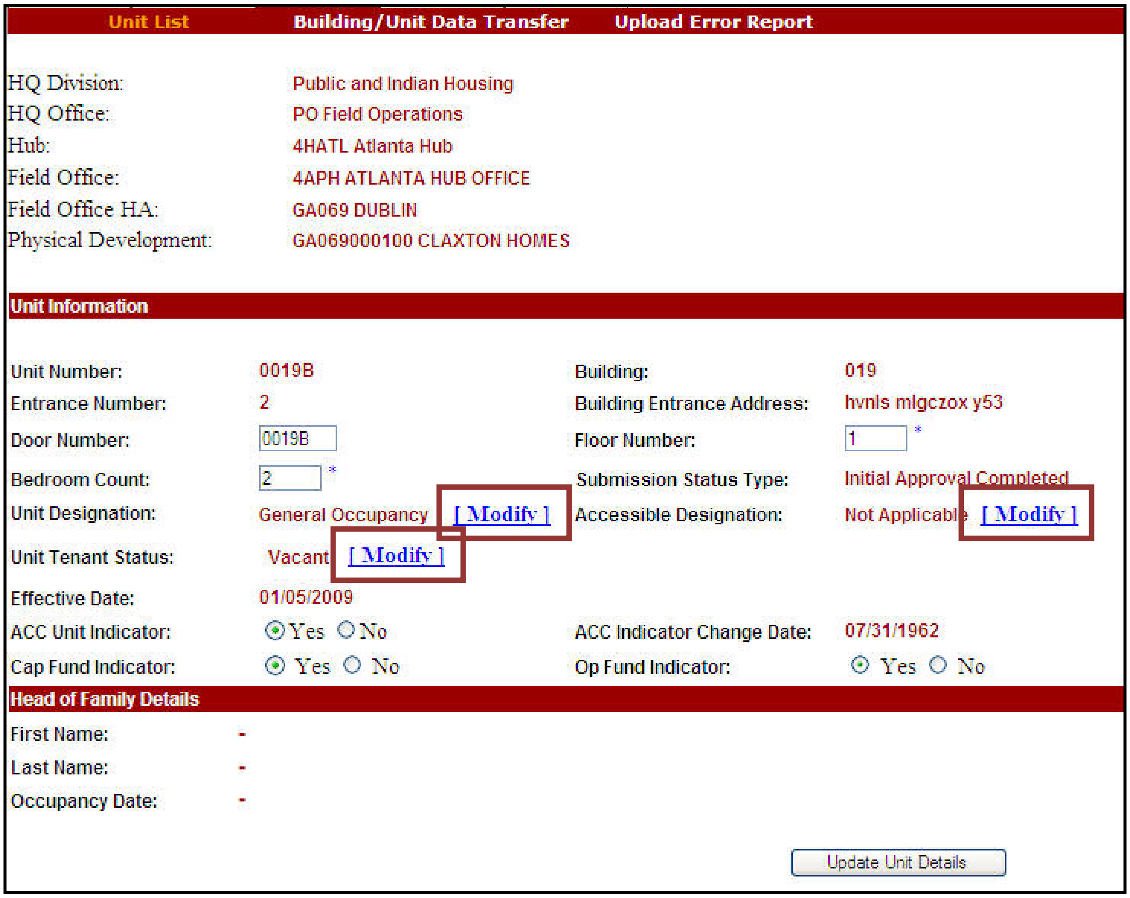


Figure 23: Modify Unit Designation

The following page will be displayed (see Figure 24), the user will have an option to select appropriate designation, reason for change in unit designation and enter comments.

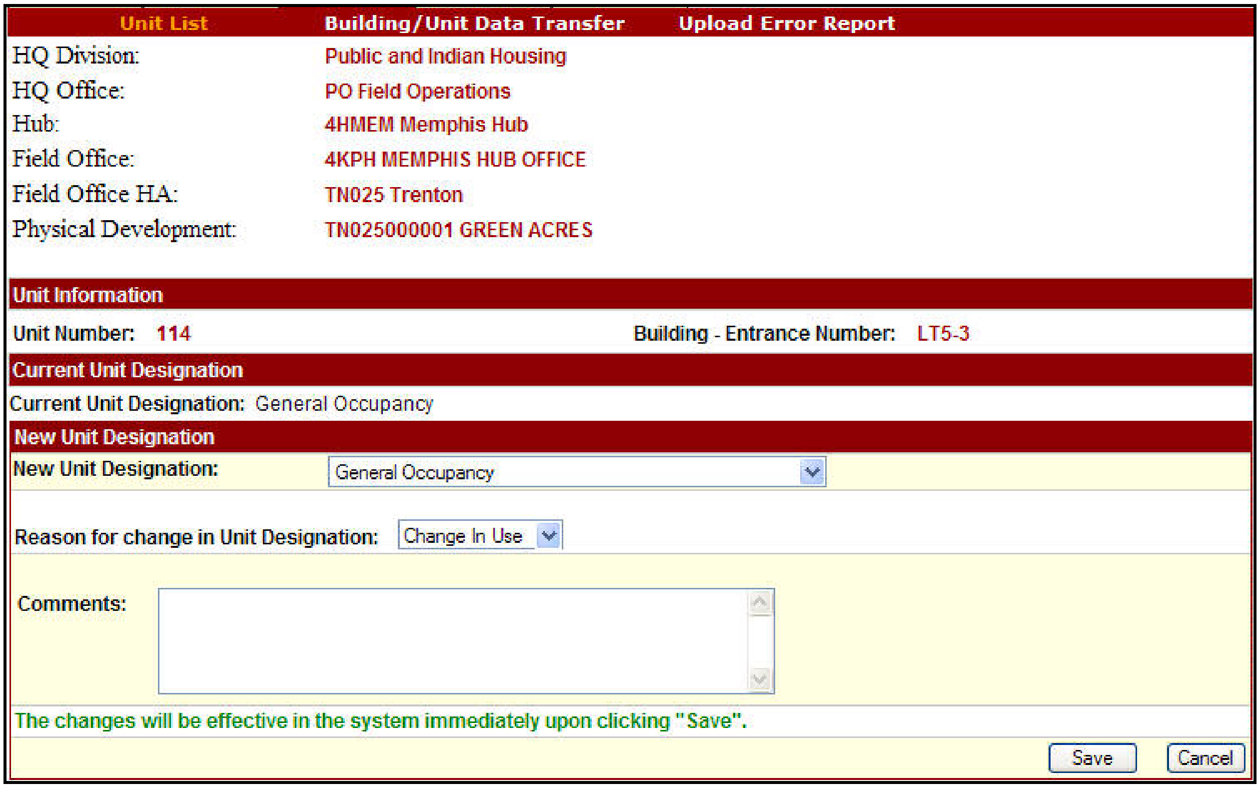


Figure 24: Unit Designation

In the **New Unit Designations** list the user can select the desired designation (see Figure 25)

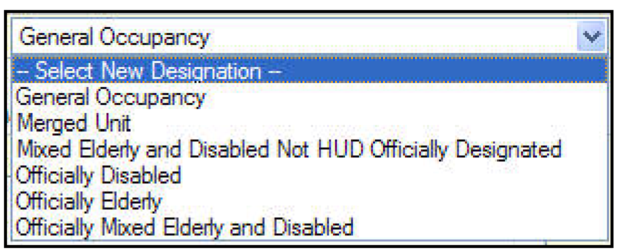


Figure 25: New Unit Designation

Additionally, the user needs to select the **Reason for change in Unit Designation** from the respective list. There are three available options: **Change In Use, Data Correction, and Other**. Also, if necessary, before proceeding to the final step, the user can enter additional comments.

Click **Save** button in the lower right corner to save the changed, they will become effective in the system immediately.

To edit the **Accessible Designation** option the user should click the **Modify** link as shown on the screenshot (see Figure 23) above. The page that is responsible for editing accessible designations will be displayed (see Figure 26).

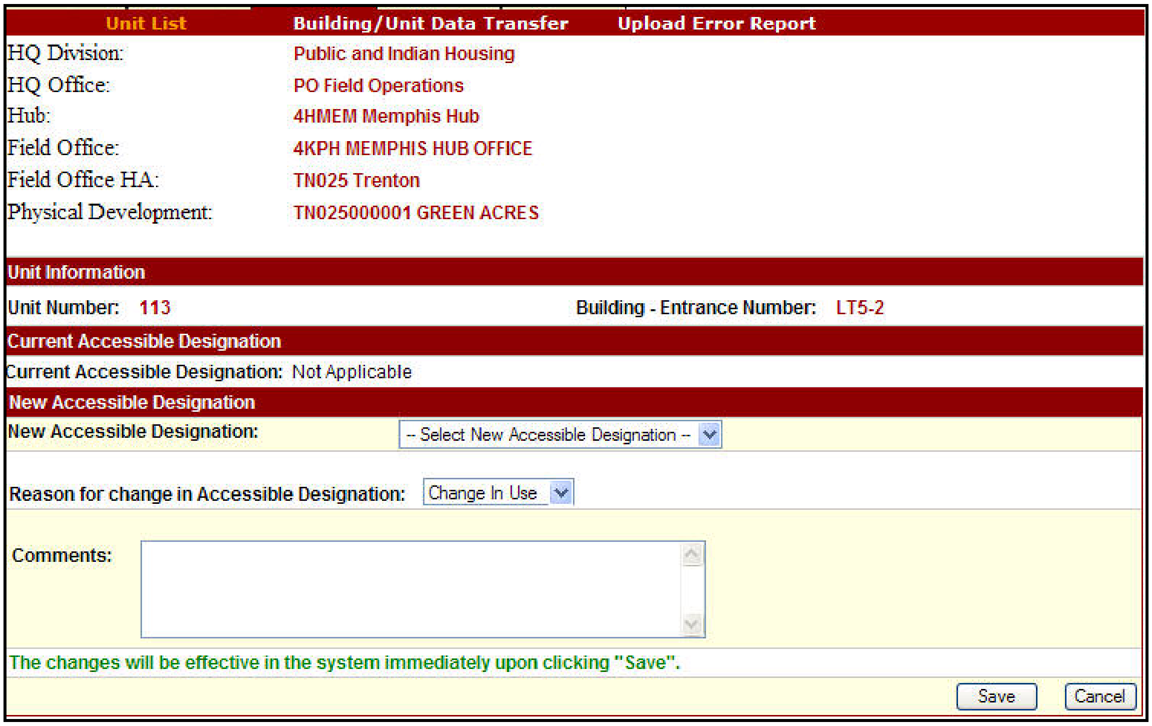


Figure 26: Accessible Designation

The user can assign a new designation to the unit by selecting the appropriate option in the **New Accessible Designation** list and selecting one of the following:

- Hearing/Visual Impairment
- Not Applicable
- Standard
- UFAS barrier free accessible

Additionally, the user needs to select the **Reason for change in Accessible Designation** from the respective list. There are three available choices: **Change In Use, Data Correction, and Other**. Also, if necessary, before proceeding to the final step, the user can enter additional comments.

Click **Save** to save the changes, they will become effective in the system immediately.

To edit the **Unit Tenant Status** field the user should click on **Modify** link as shown on the screenshot (see Figure 23) above. The page that is responsible for editing Accessible Designations will be displayed (see Figure 27).

Note: users cannot edit the unit tenant status of the units occupied by assisted tenants and merged units.

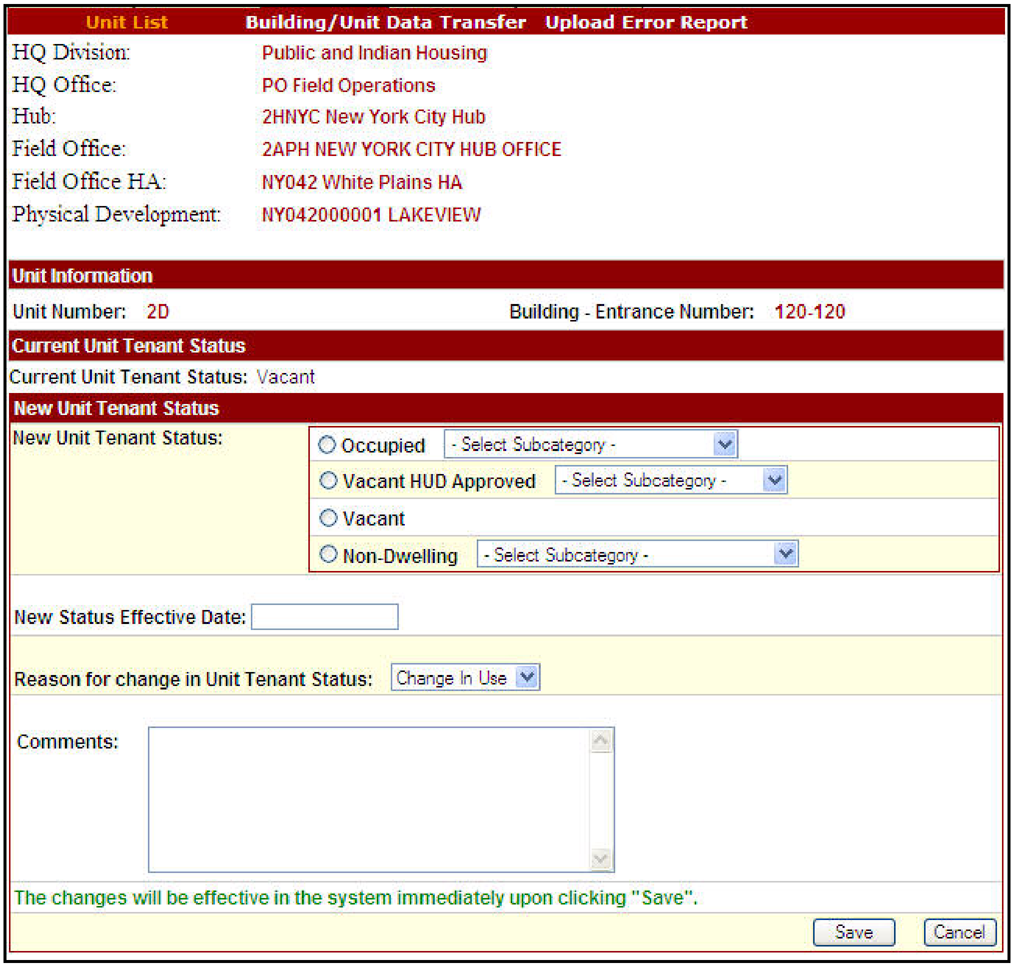


Figure 27: Unit Tenant Status

As shown on the screenshot (see Figure 27), the user will be presented with an option with select unit tenant status and a subcategory.

This type of user doesn’t require submitting information for the HUD approval first as all changes will be effective in the system immediately.

Below you can see a list of available designations and available subcategories:

- Occupied
    - Employee
    - Non-assisted Tenant
    - Police Officer
    - Unauthorized
- Vacant HUD Approved
    - Casualty Loss
    - Court Litigation
    - Market Conditions
    - Natural Disaster
    - Undergoing Modernization

- Non-Dwelling
  - Administrative uses
  - MTW Neighborhood Services
  - Resident Amenities
  - Special Use: Anti Drug/Crime
  - Special Use: Other Resident Activities
  - Special Use: Self Sufficiency Activities
  - Unauthorized

In both cases before proceeding to the final step, the user needs to:

1) Enter the **New Status Effective Date** into the respective box.
2) Select the **Reason for change in Accessible Designation** from the respective list. There are two available choices: **Change In Use** and **Other**.
3) If necessary, enter comments into the **Comments** box.

The changes will be effective in the system upon clicking the **Save** button.

1.1.4 The Building/Unit Data Transfer sub Tab

Click the **Building/Unit Data Transfer** sub tab in the **Unit** tab to access the Building/Unit Data Transfer page.

Situations may arise when you need to submit large amounts of data. Examples include:

- Adding a new 50-unit building.
- Editing 20 units or more.

The **Building/Unit Data Transfer** page (see Figure 28) provides a venue to upload this information into the PIC database and prepare it for submission to the Field Office in one bulk transaction.

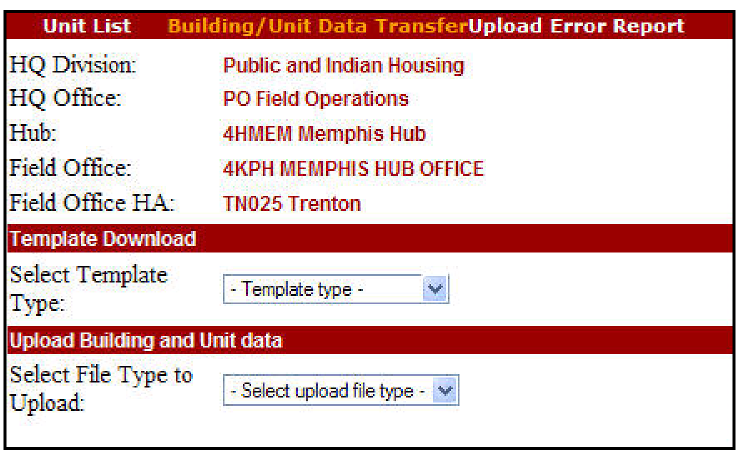


Figure 28: Building/Unit Data Transfers

The upload can be performed using an Excel file or a CSV file. These are the only acceptable formats for the data transfer in PIC.

This page enables you to:

- Download a preformatted Excel spreadsheet, which you can use to enter the data.
- Download directions for preparing a text file submission.

- Upload the spreadsheet or a text file into PIC for Field Office approval.

1.1.4.1 Uploading Microsoft Excel Spreadsheet

To download a Microsoft Excel template, select Excel from the **Select Template Type** list in the **Template Download** section. Click **Save**, when prompted by the message and save in the desired location on your computer.

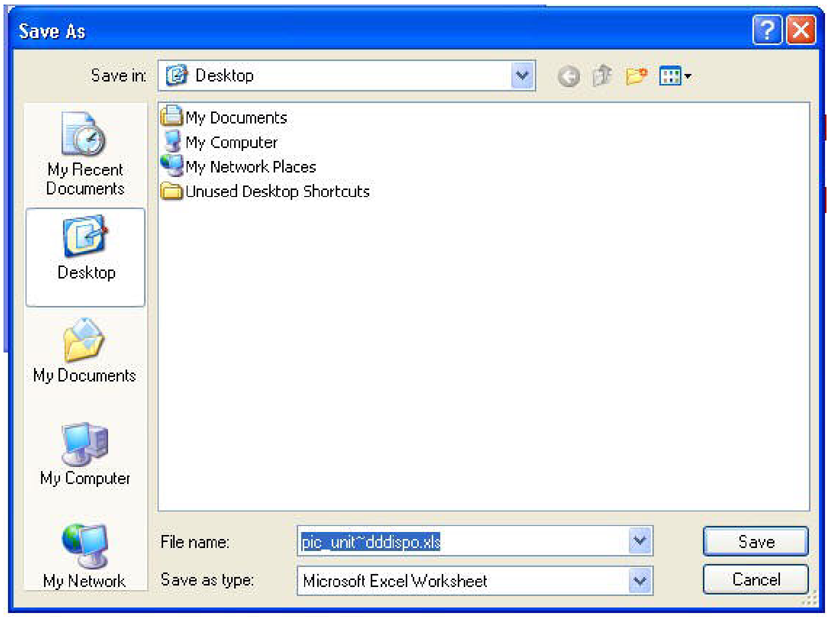


Figure 29: The Save As dialog box.

The template contains a macro which needs to be executed upon entering the data. To execute the macro when the spreadsheet is open, click **Tools** and then click the **Format Columns for Upload** menu option. Close the file after the data is entered completely.

To upload a completed spreadsheet into PIC for Field Office review, select the **Excel** option in the **Select File Type to Upload** list in the **Upload Building and Unit Data** section. Click the **Browse** button and navigate to the file's location. Click the **Upload** button to upload the file in PIC. The file is saved to the system's server where it undergoes a validation process to ensure the form was properly completed.

1.1.4.2 The Text File Method

The user can generate a CSV file using third-party vendor software. However, it is the user's responsibility to make sure this software-generated text file is in the correct format when submitted for Field Office approval.

The **Building/Unit Data Transfer** page enables users to download instructions for verifying the text file format. Select the **Pipe Delimited CSV File** option in the **Select Template Type** list in the **template Download** section . Save file to the local drive when prompted by the message.

To upload the text file into PIC for Field Office review, select the **Pipe Delimited CSV File** option in the **Select File Type to Upload** list in the **Upload Building and Unit Data** section. Click the **Browse** button and navigate to the file's location. Click the **Upload** button to upload the file in PIC. The file is saved to the system's server where it undergoes a validation process to ensure the form was properly completed.

1.1.5 The Upload Error Report sub Tab

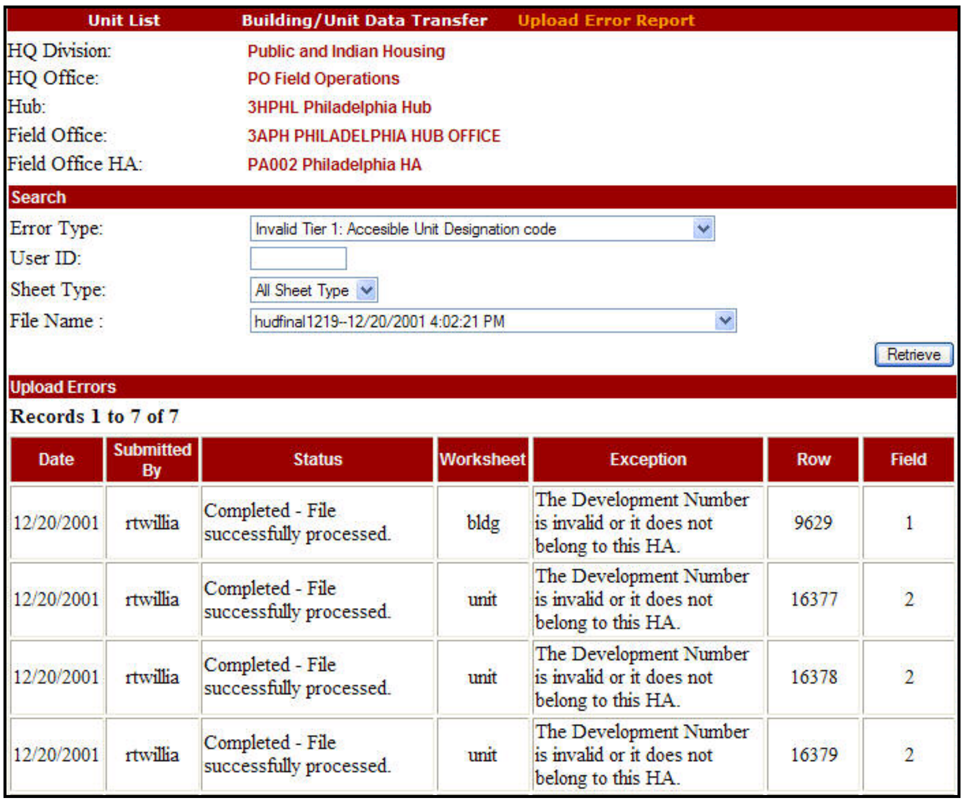
Click the **Upload Error Report** sub tab on the **Unit** tab to access the **Upload Error Report** page.

Many errors can occur during the submission process because it relies heavily on data entry. An Upload Error Report records the results of a submission and displays any errors found during the upload verification.

This information allows users to go back and fix the errors so the next submission can be approved with more speed. It also enables users to view the error records by error type, submitter, or historical file.

1.1.5.1 Information Presented on the Upload Error Report Page

This page contains first tier section, a **Search** section, and an **Upload Errors** table.



Date	Submitted By	Status	Worksheet	Exception	Row	Field
12/20/2001	rtwillia	Completed - File successfully processed.	bldg	The Development Number is invalid or it does not belong to this HA.	9629	1
12/20/2001	rtwillia	Completed - File successfully processed.	unit	The Development Number is invalid or it does not belong to this HA.	16377	2
12/20/2001	rtwillia	Completed - File successfully processed.	unit	The Development Number is invalid or it does not belong to this HA.	16378	2
12/20/2001	rtwillia	Completed - File successfully processed.	unit	The Development Number is invalid or it does not belong to this HA.	16379	2

Figure 30: Upload Error Report page

The first-tier section contains all identifier information for the HA that has received the submissions:

- HQ Division
- HQ Office
- Hub
- Field Office
- Field Office HA

The **Search** section contains tools to filter the results included in the **Upload Errors** table.

The table displays all error messages occurred in the submission in question by default. To search for a particular error, select the desired option from the **Error Type** list and click the **Retrieve** button to display the records containing only the error specified.

The user can also narrow the search result by specifying the ID of the user that reported the error in the **User ID** box. This option allows searching for the error reported by a particular user.

The table includes errors for both buildings and units by default. However, the user can select to search for building or unit errors only by selecting the appropriate option in the **Sheet Type** list.

The table also displays results from the most recent submission by default. To search for a specific report submission, use the **File Name** list to select the desired file name from the list of building/unit data files submitted by the selected HA.

The user can use any combination of these tools for one search. Simply enter the data into the appropriate controls before clicking the **Retrieve** button.

If the search returns no matches, PIC displays the following message: *No upload errors were found.*

The **Upload Error** section (see Figure 31) contains a table displaying details about the errors found in the specified file upload. The default display for the table is the most recent submission.

Figure 31: An Upload Errors table on the Upload Error Report page.

The table presents the following data categories for each report selected:

Data Category	Description
Date	The date the HA submitted the file.
Submitted By	Name of person who submitted the file.
Status	The status of the file submission.
Worksheet	The worksheet where the error occurred: Building Unit
Exception	The actual error that occurred (if available).
Row	The row on the spreadsheet where the error occurred.
Field	The field on the Job Aid explaining how to enter the errant data correctly.

If no errors occurred, PIC displays the following message in the **Upload Errors** section: *No upload errors were found.* This means that the building and unit data is ready for submission.

1.1.6 Submission Tab

The **Submission** tab of the **Development** sub module enables users with proper security access role to submit unit information relevant to a development for the Field Office review.

Additional information on how to perform certain actions in this tab can be found in job aids on HUD website. IMS job aids provide users with additional support to help navigate through the PIC sub modules. They are intended as informal, technical guidance to help users successfully complete the activities specified in the job aid. The job aids can be found following the link: http://www.hud.gov/offices/pih/systems/pic/ts/

1.1.6.1 Submit Unit Information sub Tab

To submit the unit information for a desired development, user must navigate to the **Profile** page of the **Development** tab to select the development. The user can use the following first tier options to enter appropriate data: **Hub**, **Field Office**, **Field Office HA**, and the **Physical Development** lists (see Figure 32).

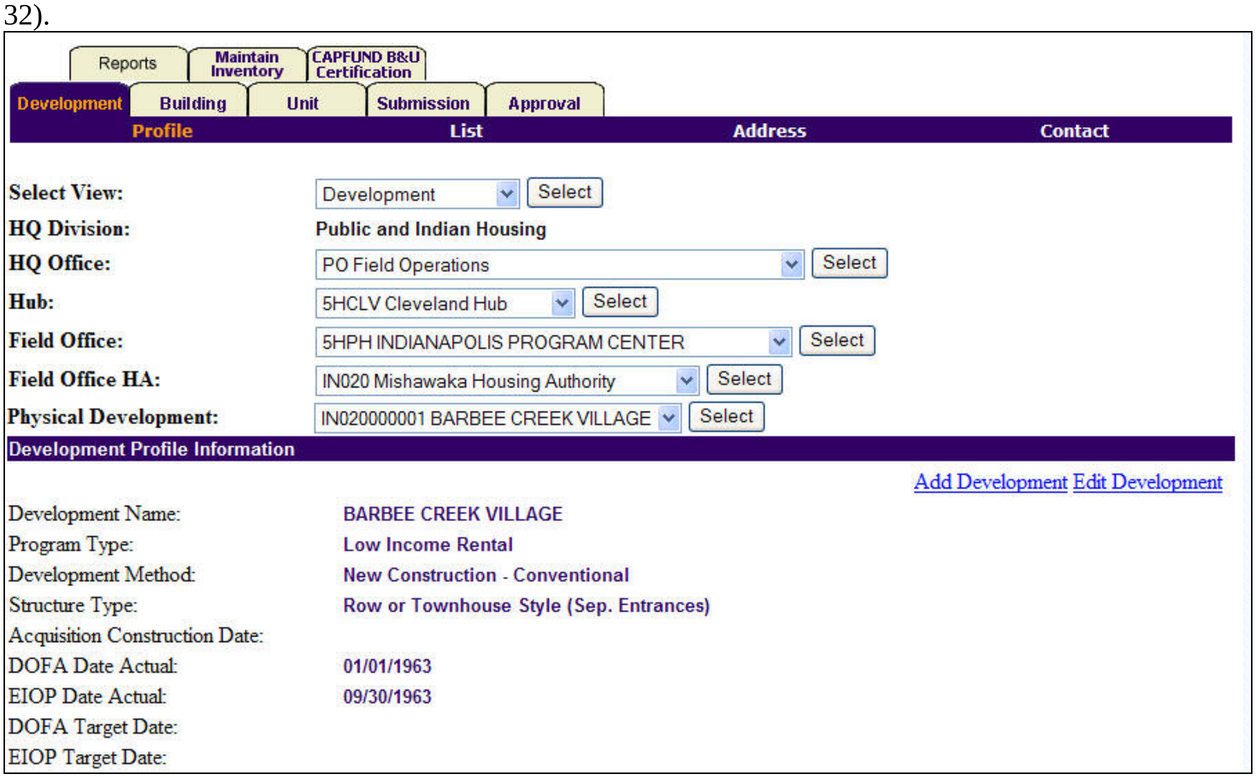


Figure 32: The Profile Page of the Development Sub module

Once the development is selected, the user can navigate to the **Submission** tab to submit unit and other information relevant to a development.

When user selects the **Submission** tab of the **Development** sub module, the **Submit Unit Information** sub tab is displayed (see Figure 32). In this page, user can submit unit information to be approved by a member of Field Office.

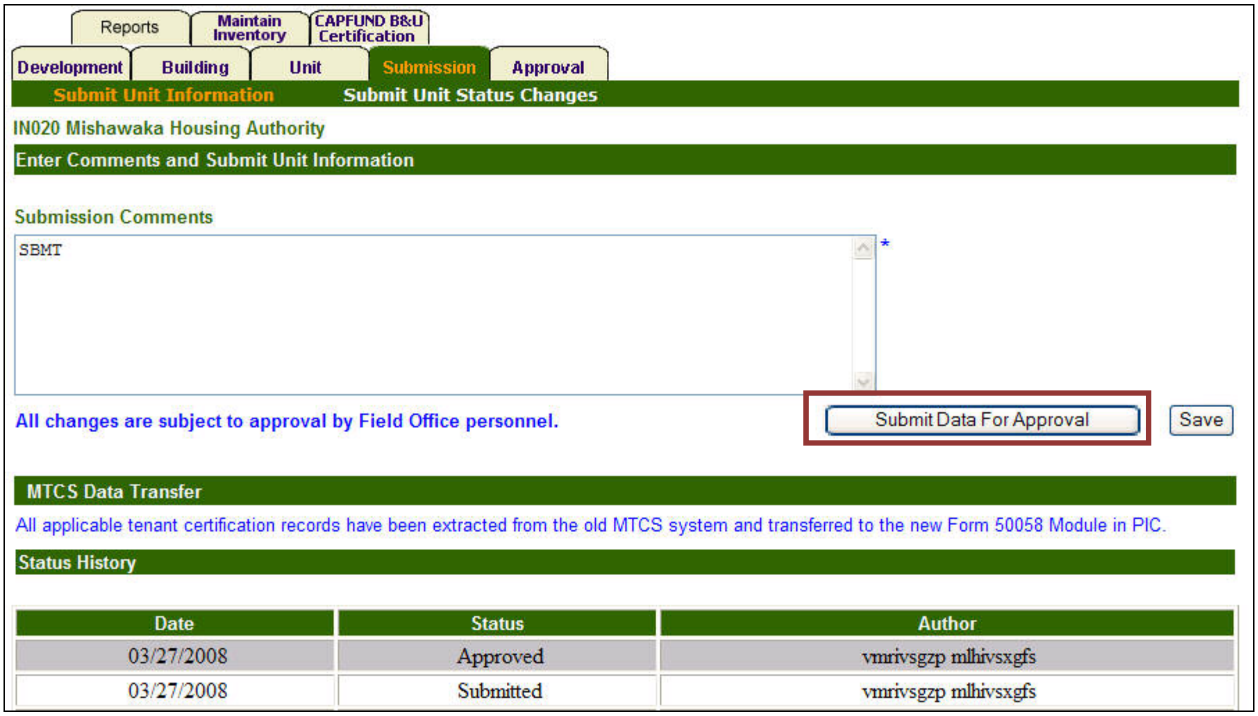
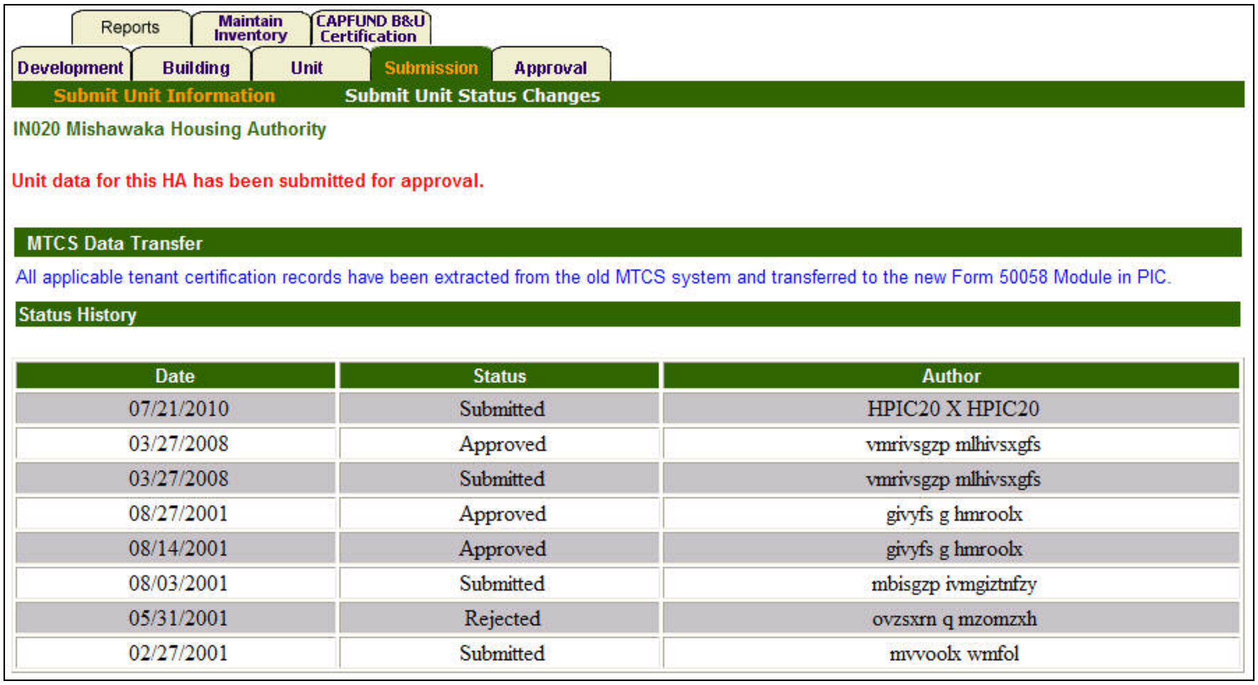


Figure 33: The Submit Unit Information page of the Development sub module.

In the **Submit Unit Information** sub tab, any comments relevant to the submission of the unit information must be entered in the **Submission Comments** section of the **Submit Unit Information** sub tab. A default text **SBMT** is displayed in this box. When user clicks the **Submit Data For Approval** button, a message is displayed to the user saying **Unit data for this HA has been submitted for Approval** (See Figure 33). The following details are displayed in form of a table in the**Status History** section of the page:

- **Date**: The date unit information was submitted to the Field Office
- **Status**: The status of the submitted unit information. A list of all the possible statuses are displayed below:
  - **Submitted**: The unit information is submitted and is pending for approval/rejection by the Field Office personnel.
  - **Approved**: The unit information is approved by the Field Office personnel.
  - **Rejected**: The unit information is rejected by the Field Office personnel.
  - **RMI Approved**: The units which are RMI approved as part of Demo-Dispo application.
- **Author**: The name of the personnel who submitted the unit information.

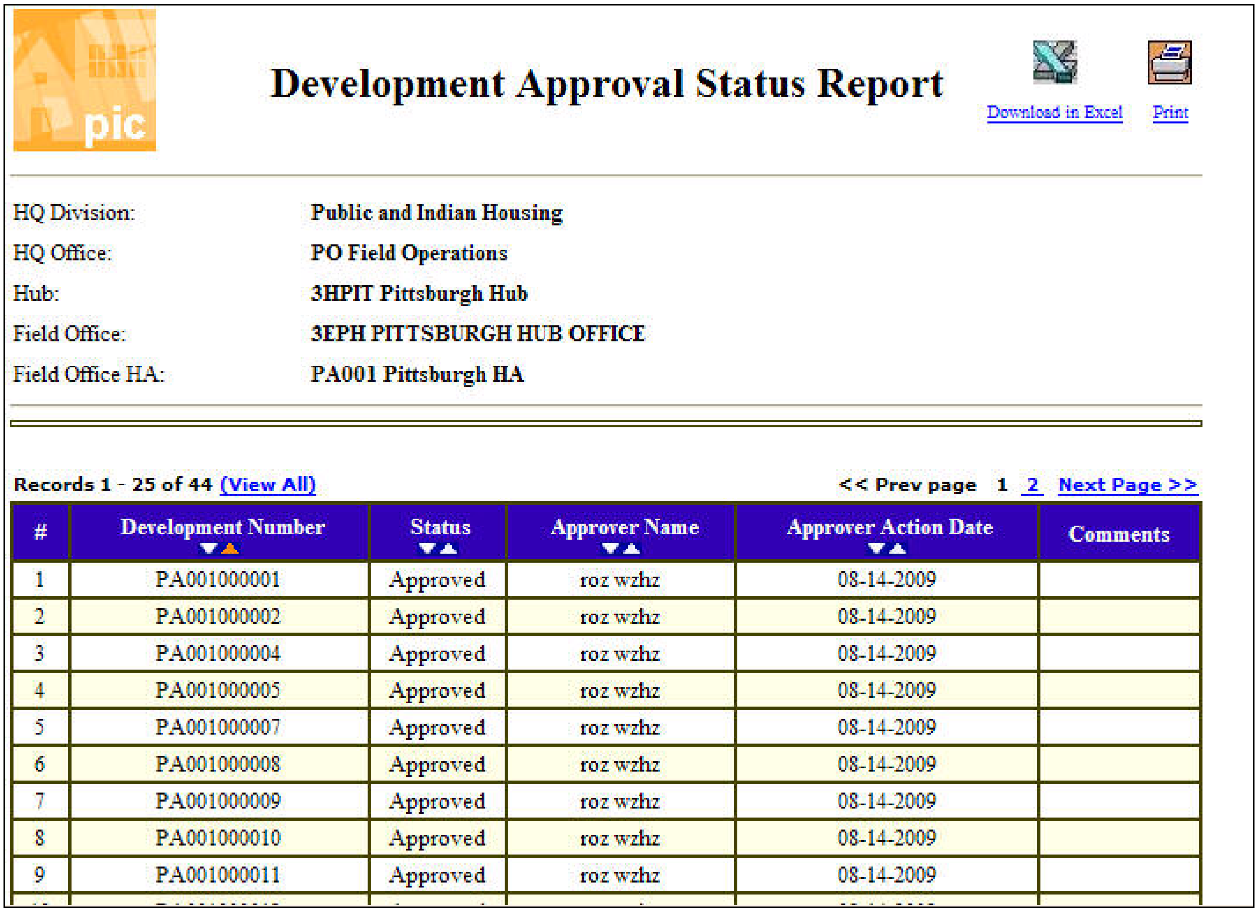


Date	Status	Author
07/21/2010	Submitted	HPIC20 X HPIC20
03/27/2008	Approved	vmrivsgzp mlhivsxgfs
03/27/2008	Submitted	vmrivsgzp mlhivsxgfs
08/27/2001	Approved	givyfs g hmroolx
08/14/2001	Approved	givyfs g hmroolx
08/03/2001	Submitted	mbisgzp ivmgiztnfzy
05/31/2001	Rejected	ovzsxrn q mzomzxh
02/27/2001	Submitted	mvvoolx wmfol

Figure 34: The Submit Unit Information page after unit data has been submitted

Once user clicks the **Submit Data For Approval** button, a message is displayed under **MTCS Data Transfer** section: **All applicable tenant certification records have been extracted from the old MTCS system and transferred to the new Form 50058 Module in PIC**. This is obsolete and will not be available from Release 7.1 in September 2010 onwards (see Figure 34).

The **Status History** table displays the list of users who have submitted the unit information changes. The Super User can select any of these records and generate a report by clicking the **Generate Report** button at the bottom of the page. The **Development Approval Status Report** is displayed upon clicking this button (see Figure 35).



Development Approval Status Report

Download in Excel Print

HQ Division: **Public and Indian Housing**
HQ Office: **PO Field Operations**
Hub: **3HPIT Pittsburgh Hub**
Field Office: **3EPH PITTSBURGH HUB OFFICE**
Field Office HA: **PA001 Pittsburgh HA**

Records 1 - 25 of 44 (View All) **<< Prev page 1** 2 Next Page >>

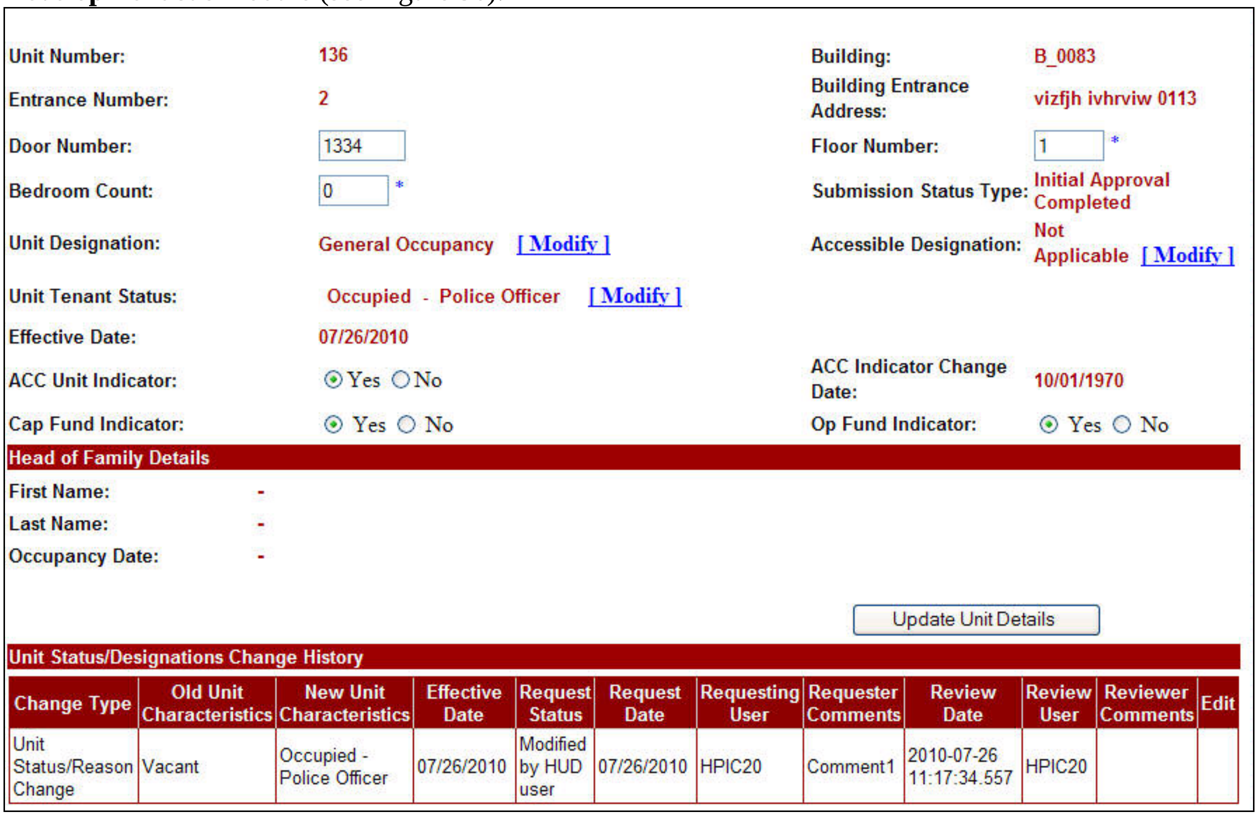
#	Development Number	Status	Approver Name	Approver Action Date	Comments
1	PA001000001	Approved	roz wzhz	08-14-2009	
2	PA001000002	Approved	roz wzhz	08-14-2009	
3	PA001000004	Approved	roz wzhz	08-14-2009	
4	PA001000005	Approved	roz wzhz	08-14-2009	
5	PA001000007	Approved	roz wzhz	08-14-2009	
6	PA001000008	Approved	roz wzhz	08-14-2009	
7	PA001000009	Approved	roz wzhz	08-14-2009	
8	PA001000010	Approved	roz wzhz	08-14-2009	
9	PA001000011	Approved	roz wzhz	08-14-2009	

Figure 35: The Development Approval Status report

This report displays the approval details for a development. The approver name and the date this development was approved are displayed as columns in the report. Any comments entered by the personnel are displayed in the **Comments** column of the report.

1.1.6.2 Submit Unit Status Changes sub Tab

The status of a unit in a development can be modified in the **Unit List** sub tab of the **Unit** tab in the **Development** sub module (see Figure 36).



Unit Number: 136
Entrance Number: 2
Door Number: 1334
Bedroom Count: 0 *
Unit Designation: General Occupancy [Modify]
Unit Tenant Status: Occupied - Police Officer [Modify]
Effective Date: 07/26/2010
ACC Unit Indicator: Yes No
Cap Fund Indicator: Yes No
Building: B_0083
Building Entrance Address: vizfjh ivhrviw 0113
Floor Number: 1 *
Submission Status Type: Initial Approval Completed
Accessible Designation: Not Applicable [Modify]
ACC Indicator Change Date: 10/01/1970
Op Fund Indicator: Yes No

Head of Family Details

First Name: -
Last Name: -
Occupancy Date: -

Update Unit Details

Unit Status/Designations Change History

Change Type	Old Unit Characteristics	New Unit Characteristics	Effective Date	Request Status	Request Date	Requesting User	Requester Comments	Review Date	Review User	Reviewer Comments	Edit
Unit Status/Reason Change	Vacant	Occupied - Police Officer	07/26/2010	Modified by HUD user	07/26/2010	HPIC20	Comment1	2010-07-26 11:17:34.557	HPIC20		

Figure 36: The Unit tab of the Development sub module

Once the user modifies the status, changes can be submitted by clicking the **Submit Data For Approval** button (see Figure 33).

Upon selecting the **Submit Unit Status Changes** tab of the **Development** sub module, a message is displayed to the user that inventory data for the PHA has been submitted for HUD Approval (see Figure 37).

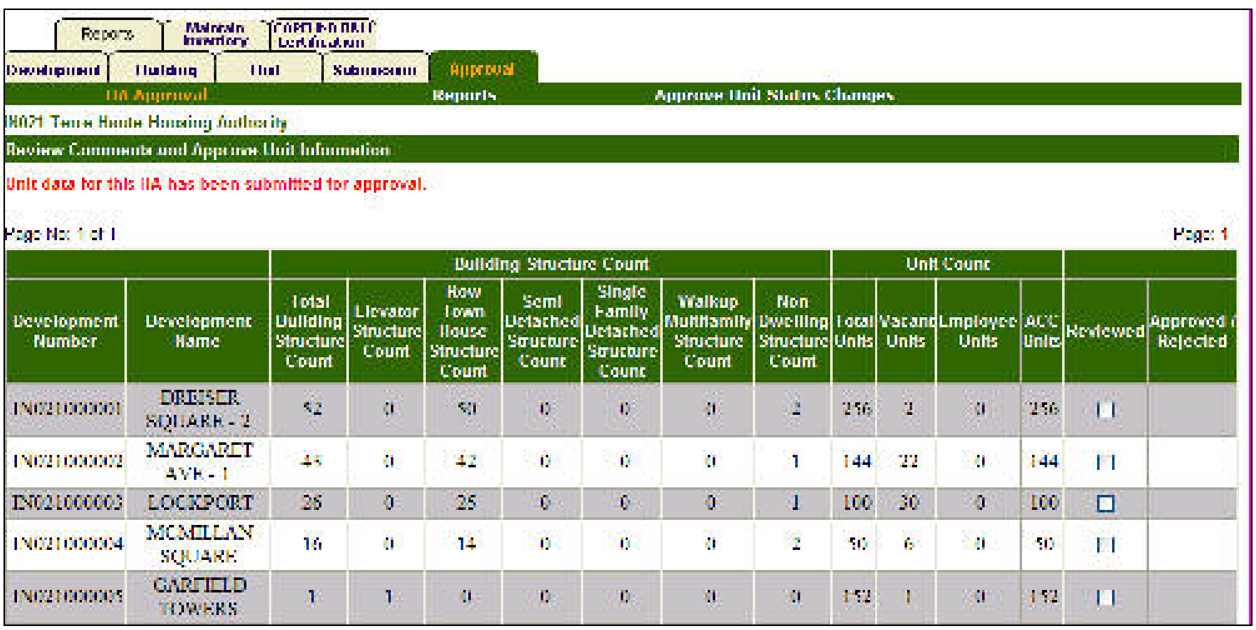
Figure 37: The Submit Unit Status Changes page of Development sub module

1.1.7 Approval Tab

Once the unit data has been submitted by the PHA users, the Field Office personnel can review and approve or reject the unit data using the **Approval** tab of the **Development** sub module.

Additional information on how to perform certain actions in this tab can be found in job aids on HUD website. IMS job aids provide users with additional support to help navigate through the PIC sub modules. They are intended as informal, technical guidance to help users successfully complete the activities specified in the job aid. The job aids can be found following the link: http://www.hud.gov/offices/pih/systems/pic/ts/

1.1.7.1 HA Approval sub Tab



		Building Structure Count							Unit Count					
Development Number	Development Name	Total Building Structure Count	Elevator Structure Count	Row Town House Structure Count	Semi Detached Structure Count	Single Family Detached Structure Count	Walkup Multifamily Structure Count	Non Dwelling Structure Count	Total Units	Vacant Units	Employee Units	ACC Units	Reviewed	Approved / Rejected
IN021000001	DREISER SQUARE - 2	52	0	50	0	0	0	2	256	2	0	256	☐	
IN021000002	MARGARET AVE - 1	43	0	42	0	0	0	1	144	22	0	144	☐	
IN021000003	LOCKPORT	26	0	25	0	0	0	1	100	30	0	100	☐	
IN021000004	MCMILLAN SQUARE	16	0	14	0	0	0	2	50	6	0	50	☐	
IN021000005	GARFIELD TOWERS	1	1	0	0	0	0	0	152	1	0	152	☐	

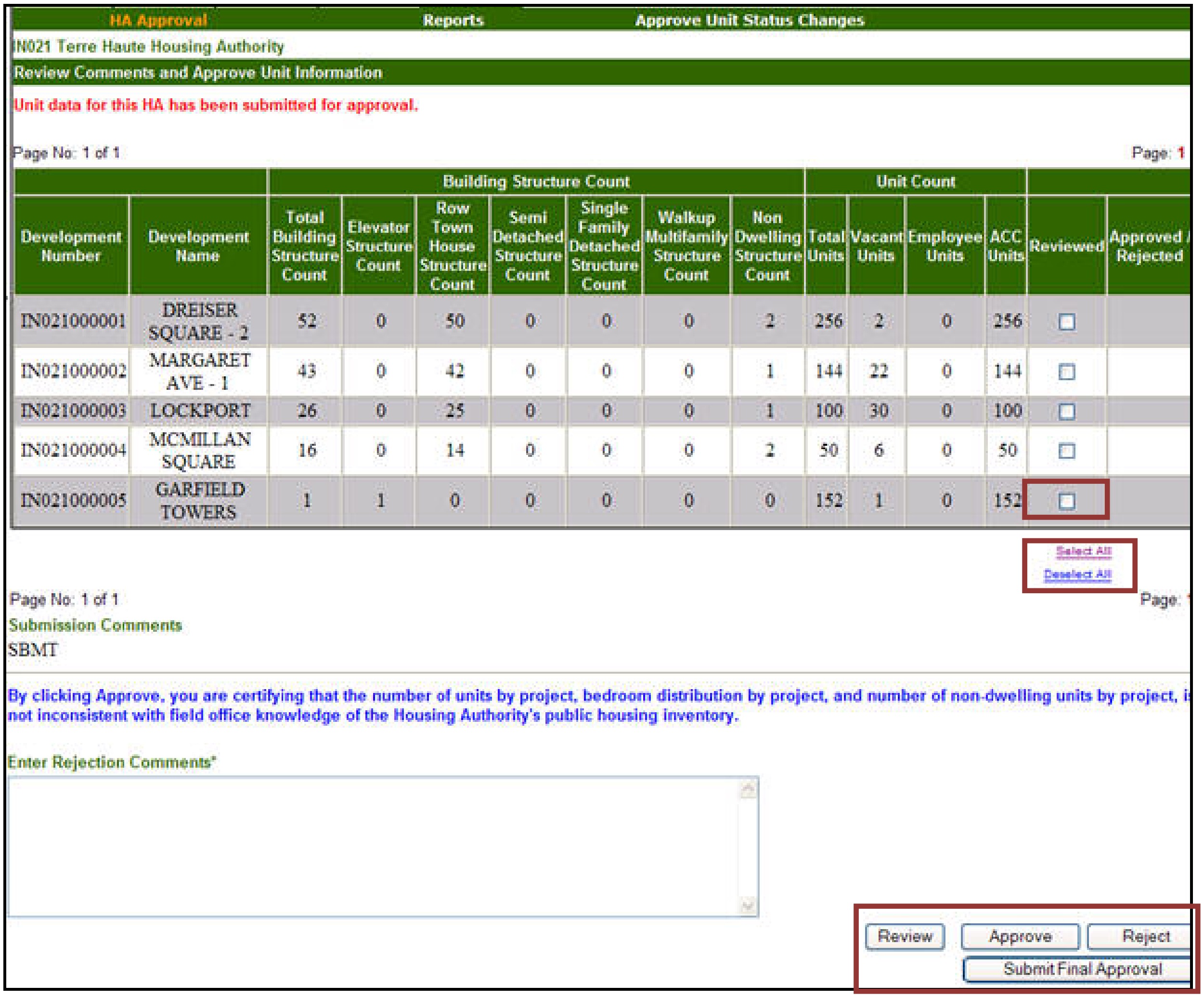
Figure 38: The HA Approval page of the Development sub module

The details of a development are displayed in the **HA Approval** sub tab of the **Approval** tab (see Figure 38). The name of the housing authority is displayed at the top of the **HA Approval** sub tab. Any comments made by the Field Office personnel are displayed in the **Review Comments and Approve Unit Information** section. The **HA Approval** sub tab also displays the development details and facilitates approval and rejection of the development units.

1.1.7.1.1 Reviewing a Development Number

In the **Development Number** column, certain developments may have a **#** sign beside them indicating these developments are recently modified. The program will not allow approval of the changes affecting the developments that are in the **'Development'** status. To be able to modify the developments and approve these modifications, the development status must be **'Management'**. To move the development from the **'Development'** to the **'Management'** status, the user must enter the actual DOFA date.

The **Development Name** column with the name of the development, as well as other development information is also displayed in this page. The **Reviewed** column of the page consists of check boxes, where a user can select the development to perform a **Review** action. The user can select one development number or all development numbers by selecting the check box in the **Reviewed** column, or by clicking the **Select All** link and clicking the **Review** button at the bottom of the **HA Approval** sub tab (see Figure 39).



HA Approval Reports Approve Unit Status Changes

IN021 Terre Haute Housing Authority

Review Comments and Approve Unit Information

Unit data for this HA has been submitted for approval.

Page No: 1 of 1 Page: 1

		Building Structure Count							Unit Count					
Development Number	Development Name	Total Building Structure Count	Elevator Structure Count	Row Town House Structure Count	Semi Detached Structure Count	Single Family Detached Structure Count	Walkup Multifamily Structure Count	Non Dwelling Structure Count	Total Units	Vacant Units	Employee Units	ACC Units	Reviewed	Approved / Rejected
IN021000001	DREISER SQUARE - 2	52	0	50	0	0	0	2	256	2	0	256	☐	
IN021000002	MARGARET AVE - 1	43	0	42	0	0	0	1	144	22	0	144	☐	
IN021000003	LOCKPORT	26	0	25	0	0	0	1	100	30	0	100	☐	
IN021000004	MCMILLAN SQUARE	16	0	14	0	0	0	2	50	6	0	50	☐	
IN021000005	GARFIELD TOWERS	1	1	0	0	0	0	0	152	1	0	152	☐	

Select All
Deselect All

Page No: 1 of 1 Page: 1

Submission Comments

SBMT

By clicking Approve, you are certifying that the number of units by project, bedroom distribution by project, and number of non-dwelling units by project, is not inconsistent with field office knowledge of the Housing Authority's public housing inventory.

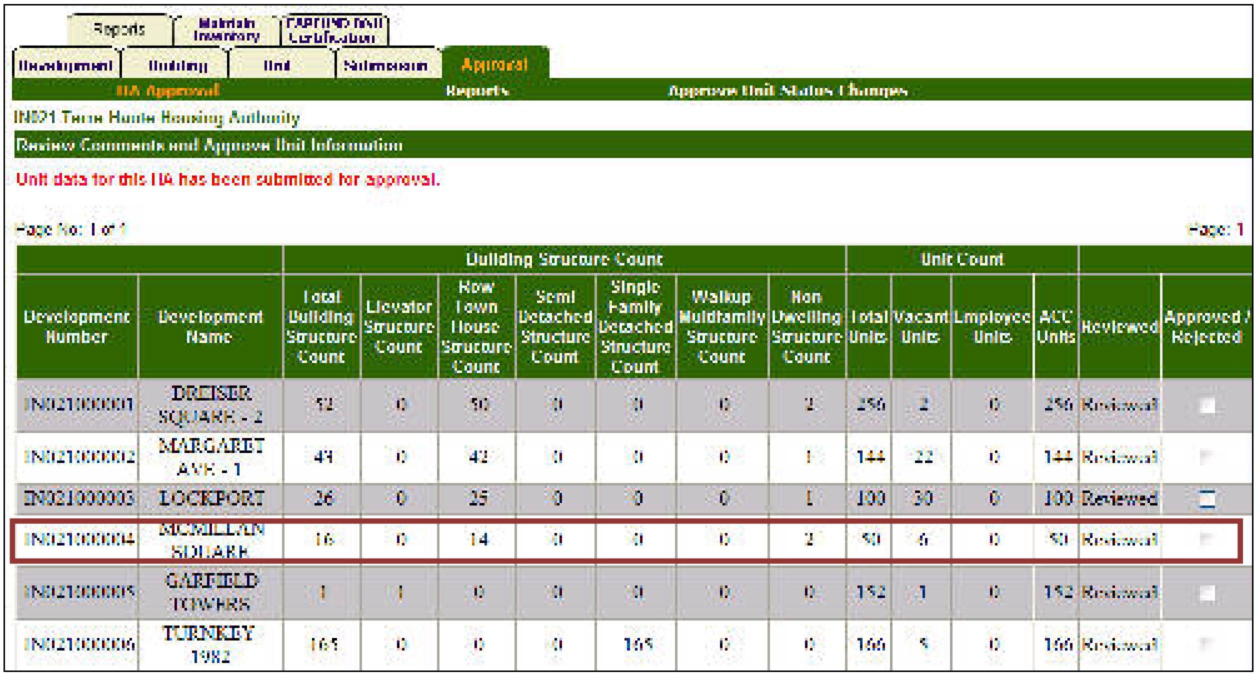
Enter Rejection Comments*

Review Approve Reject

Submit Final Approval

Figure 39: Reviewing a Development in HA Approval page

The status of the selected developments is now changed to **Reviewed** (see Figure 40).



		Building Structure Count							Unit Count					
Development Number	Development Name	Total Building Structure Count	Elevator Structure Count	Row Town House Structure Count	Semi Detached Structure Count	Single Family Detached Structure Count	Walkup Multifamily Structure Count	Non Dwelling Structure Count	Total Units	Vacant Units	Employee Units	ACC Units	Reviewed	Approved / Rejected
IN021000001	DREISER SQUARE - 2	52	0	50	0	0	0	2	256	2	0	256	Reviewed	
IN021000002	MARGARET AVE - 1	43	0	42	0	0	0	1	144	22	0	144	Reviewed	
IN021000003	LOCKPORT	26	0	25	0	0	0	1	100	30	0	100	Reviewed	
IN021000004	MCMILLAN SQUARE	16	0	14	0	0	0	2	50	6	0	50	Reviewed	
IN021000005	GARFIELD TOWERS	1	1	0	0	0	0	0	152	1	0	152	Reviewed	
IN021000006	TURNKEY 1982	165	0	0	0	165	0	0	166	5	0	166	Reviewed	

Figure 40: HA Approval page displaying the reviewed developments

The user will now be able to approve or reject the reviewed development.

1.1.7.1.2 Approving a Development

To approve a development, user must check mark the desired development and click the **Approve** button of the **HA Approval** sub tab (see Figure 41).

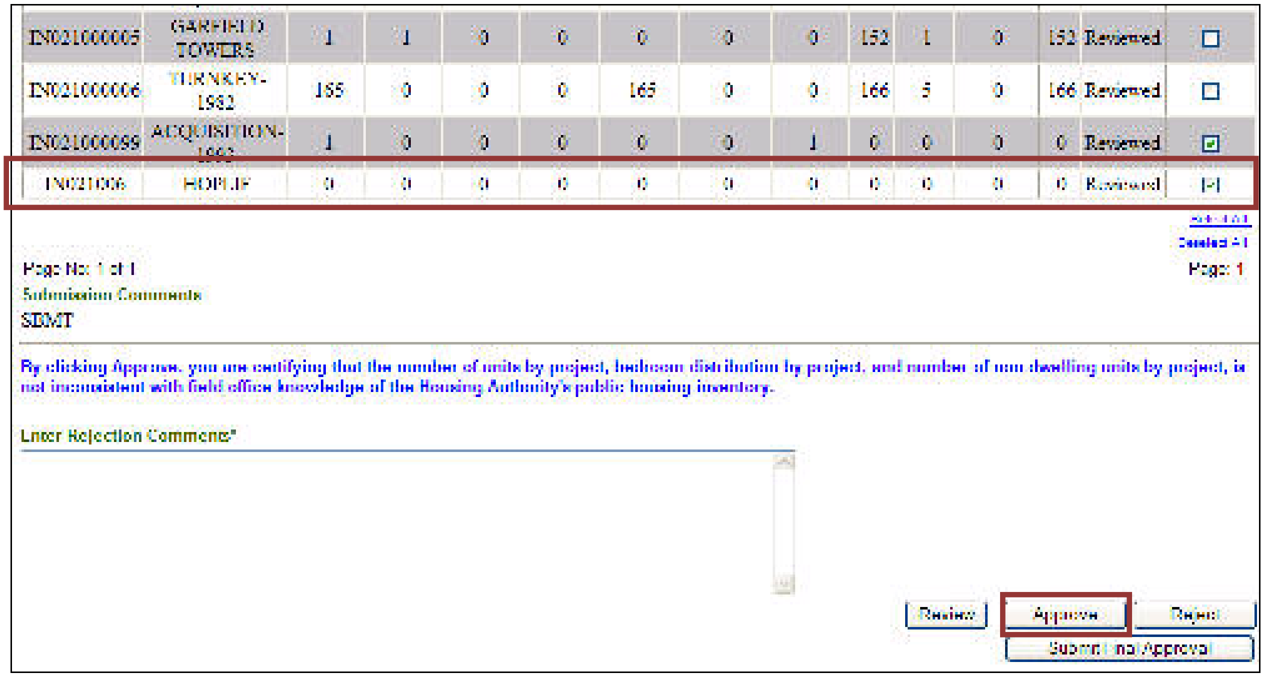
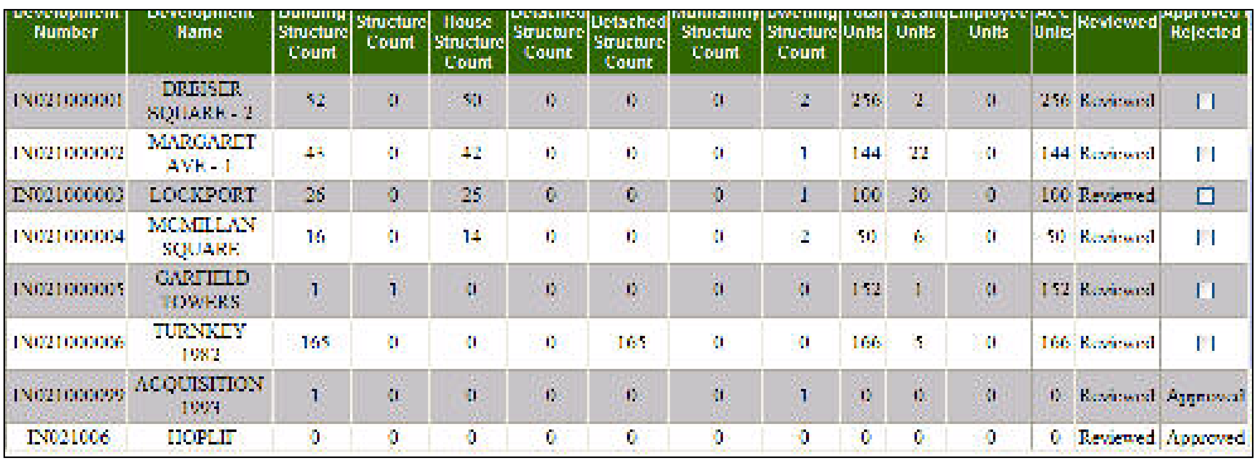


Figure 41: The HA Approval page displaying the options to Approve the development

Once the **Approve** button is clicked, the selected and reviewed developments have a status of **Approved** in the**Approved / Rejected** column (see Figure 42).



Development Number	Development Name	Building Structure Count	Structure Count	House Structure Count	Detached Structure Count	Detached Structure Count	Multifamily Structure Count	Dwelling Structure Count	Total Units	Vacant Units	Employee Units	ACC Units	Reviewed	Approved / Rejected
IN021000001	DREISER SQUARE - 2	52	0	50	0	0	0	2	256	2	0	256	Reviewed	
IN021000002	MARGARET AVE - 1	43	0	42	0	0	0	1	144	22	0	144	Reviewed	
IN021000003	LOCKPORT	26	0	25	0	0	0	1	100	30	0	100	Reviewed	
IN021000004	MCMILLAN SQUARE	16	0	14	0	0	0	2	50	6	0	50	Reviewed	
IN021000005	GARFIELD TOWERS	1	1	0	0	0	0	0	152	1	0	152	Reviewed	
IN021000006	TURNKEY 1982	165	0	0	0	165	0	0	166	5	0	166	Reviewed	
IN021000099	ACQUISITION 1993	1	0	0	0	0	0	1	0	0	0	0	Reviewed	Approved
IN021006	HOPLIF	0	0	0	0	0	0	0	0	0	0	0	Reviewed	Approved

Figure 42: HA Approval page displaying the Approved/Rejected status

1.1.7.1.3 Rejecting a Development

To reject a development, a user must select the reviewed development (see Figure 43), and click the **Reject** button. The user must provide comments for rejecting the selected development in the **Enter Rejection Comments** box. If the user failed to provide any comment, the program displays a warning message. (see Figure 44).

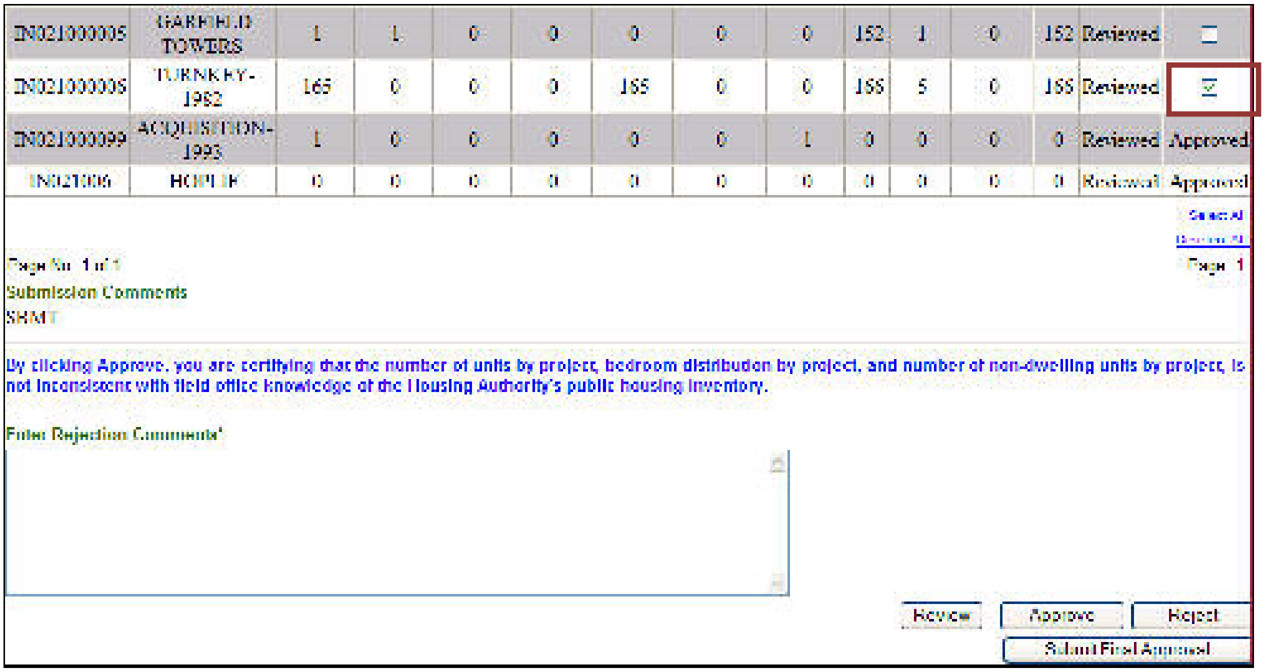
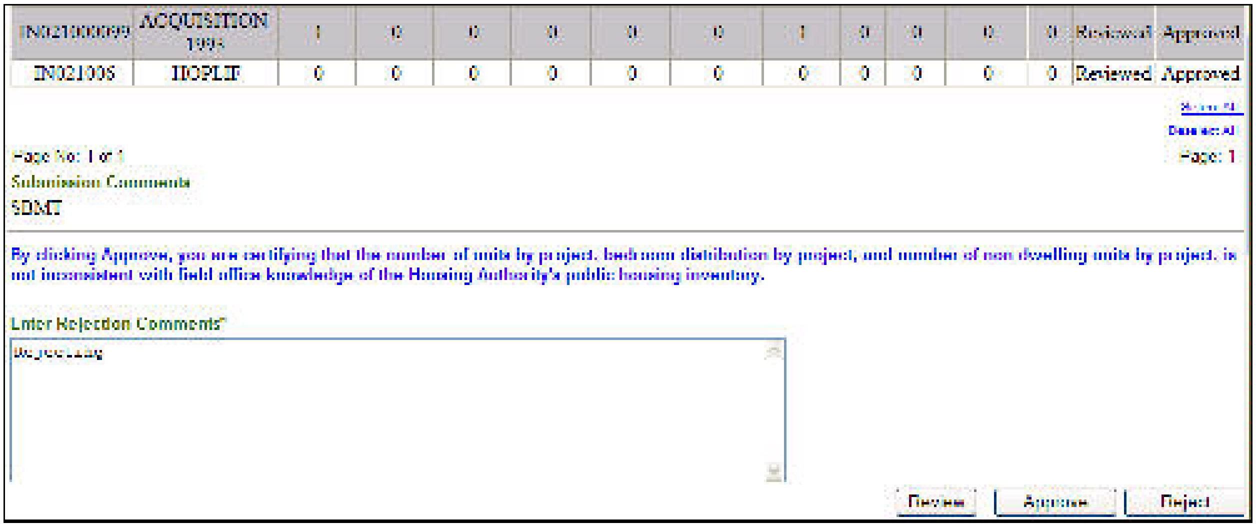


Figure 43: The HA Approval page displaying reviewed developments for rejection.

Figure 44: HA Approval page displaying warning message

Once the rejection comments are entered in the **Enter Rejection Comments** box, the user can click the **Reject** button (see Figure 45). If the user rejects the submitted development data, all changes are removed for the system and the development data returns to the initial state.



IN021000099	ACQUISITION-1993	1	0	0	0	0	0	1	0	0	0	0	Reviewed	Approved
IN021006	HOPLIF	0	0	0	0	0	0	0	0	0	0	0	Reviewed	Approved

Select All
Deselect All
Page No: 1 of 1
Page: 1
Submission Comments
SBMT

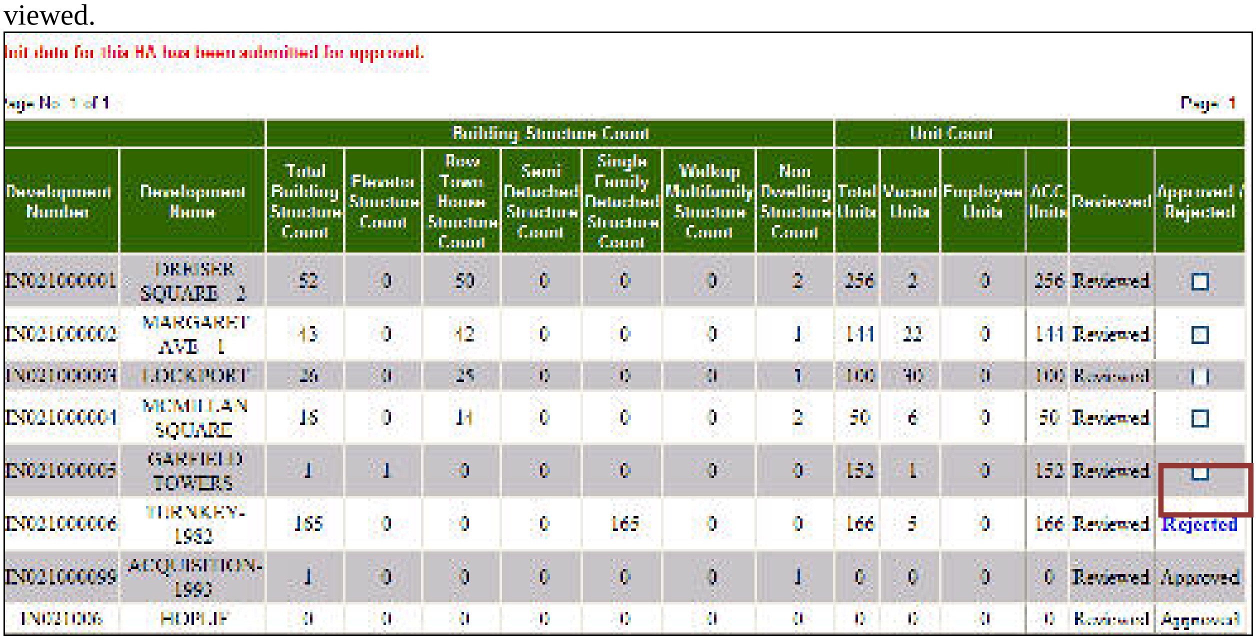
By clicking Approve, you are certifying that the number of units by project, bedroom distribution by project, and number of non dwelling units by project, is not inconsistent with field office knowledge of the Housing Authority's public housing inventory.

Enter Rejection Comments*
Rejecting

Review | Approve | Reject

Figure 45: HA Approval page displaying the Enter Rejection Comments box

A **Rejected** link is displayed for the development that was rejected (see Figure 46). When user clicks on this link, the rejected comments can be viewed.



Unit data for this HA has been submitted for approval.

Page No: 1 of 1 Page: 1

		Building Structure Count							Unit Count					
Development Number	Development Name	Total Building Structure Count	Elevator Structure Count	Row Town House Structure Count	Semi Detached Structure Count	Single Family Detached Structure Count	Walkup Multifamily Structure Count	Non Dwelling Structure Count	Total Units	Vacant Units	Employee Units	ACC Units	Reviewed	Approved / Rejected
IN021000001	DREISER SQUARE 2	52	0	50	0	0	0	2	256	2	0	256	Reviewed	☐
IN021000002	MARGARET AVE 1	43	0	42	0	0	0	1	141	22	0	141	Reviewed	☐
IN021000003	LOCKPORT	26	0	25	0	0	0	1	100	30	0	100	Reviewed	☐
IN021000004	MCMILLAN SQUARE	16	0	14	0	0	0	2	50	6	0	50	Reviewed	☐
IN021000005	GARFIELD TOWERS	1	1	0	0	0	0	0	152	1	0	152	Reviewed	☐
IN021000006	TURNKEY-1982	165	0	0	0	165	0	0	166	5	0	166	Reviewed	Rejected
IN021000099	ACQUISITION-1993	1	0	0	0	0	0	1	0	0	0	0	Reviewed	Approved
IN021006	HOPLIF	0	0	0	0	0	0	0	0	0	0	0	Reviewed	Approved

Figure 46: The HA Approval page displaying the Rejected developments

1.1.7.1.4 Submitting Development Details for Final Approval

When user tries to click the **Submit Final Approval** button in the HA Approval page without approving or rejecting all the developments, a message is displayed to the user **Not all developments have been approved/rejected for final approval**.

When the user submits the final approval after approving or rejecting all developments, the **HA Approval** sub tab refreshes and is displayed as below (see Figure 47).

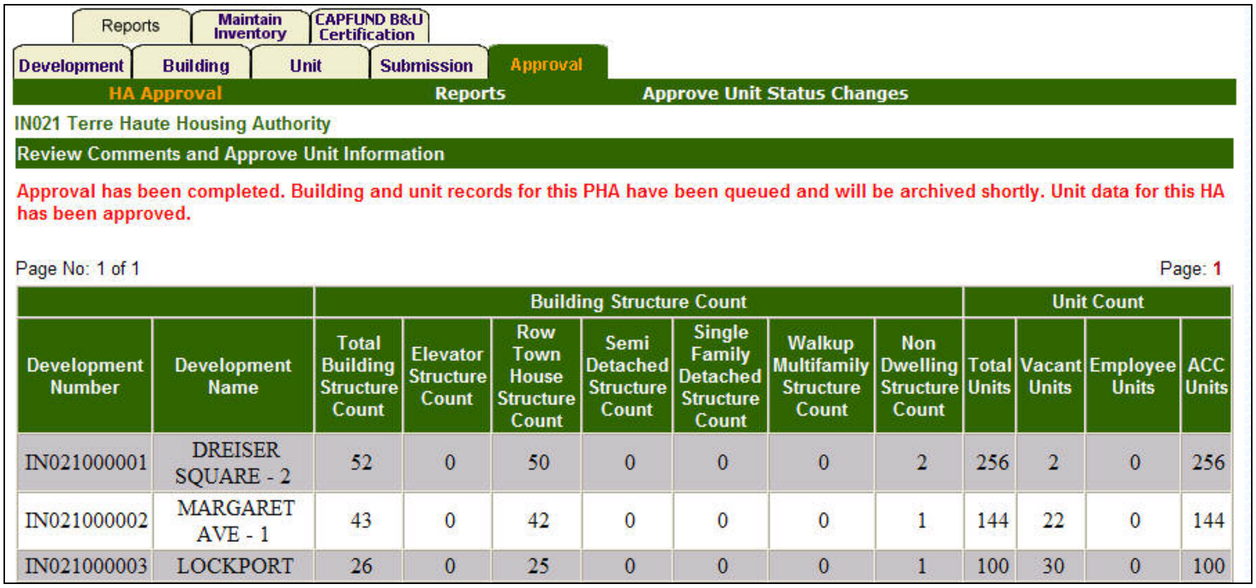


Figure 47: The HA Approval page displaying a message that approval has been completed

When user selects the **Approve Unit Status Changes** tab, the following message is displayed (see Figure 48).

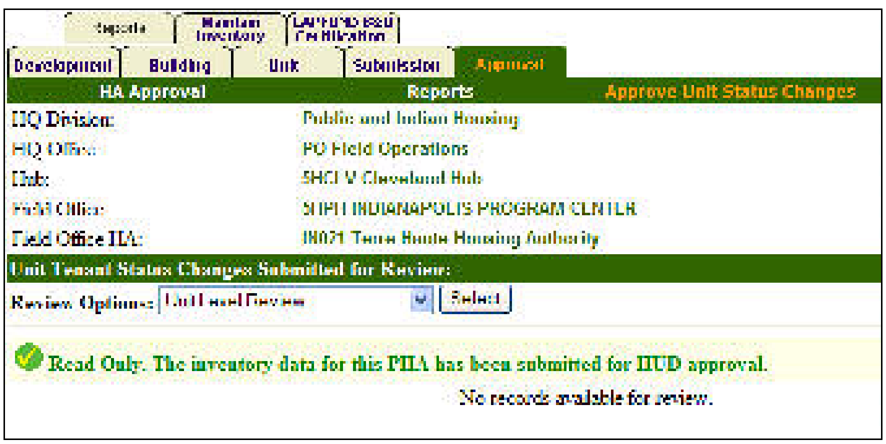


Figure 48: The Approve Unit Status Changes page of the Approval tab

1.1.7.2 Reports sub Tab

The **Reports** page of the **Approval** tab allows user to display the following details for the selected development:

- Building Data Change
- Unit Data Change

1.1.7.2.1 Displaying the Building and Unit Data Change Details

A user can view if any building or unit data changes have been made since last approval using the **Reports** sub tab of the **Approval** tab. To display the **Building Data Change** report, the user must first select the development associated with a PHA. The user must first select the Hub and then select the Field Office and the Field Office HA to select the desired PHA. A list of developments belonging to the PHA is displayed after the selection is made (see Figure 49).

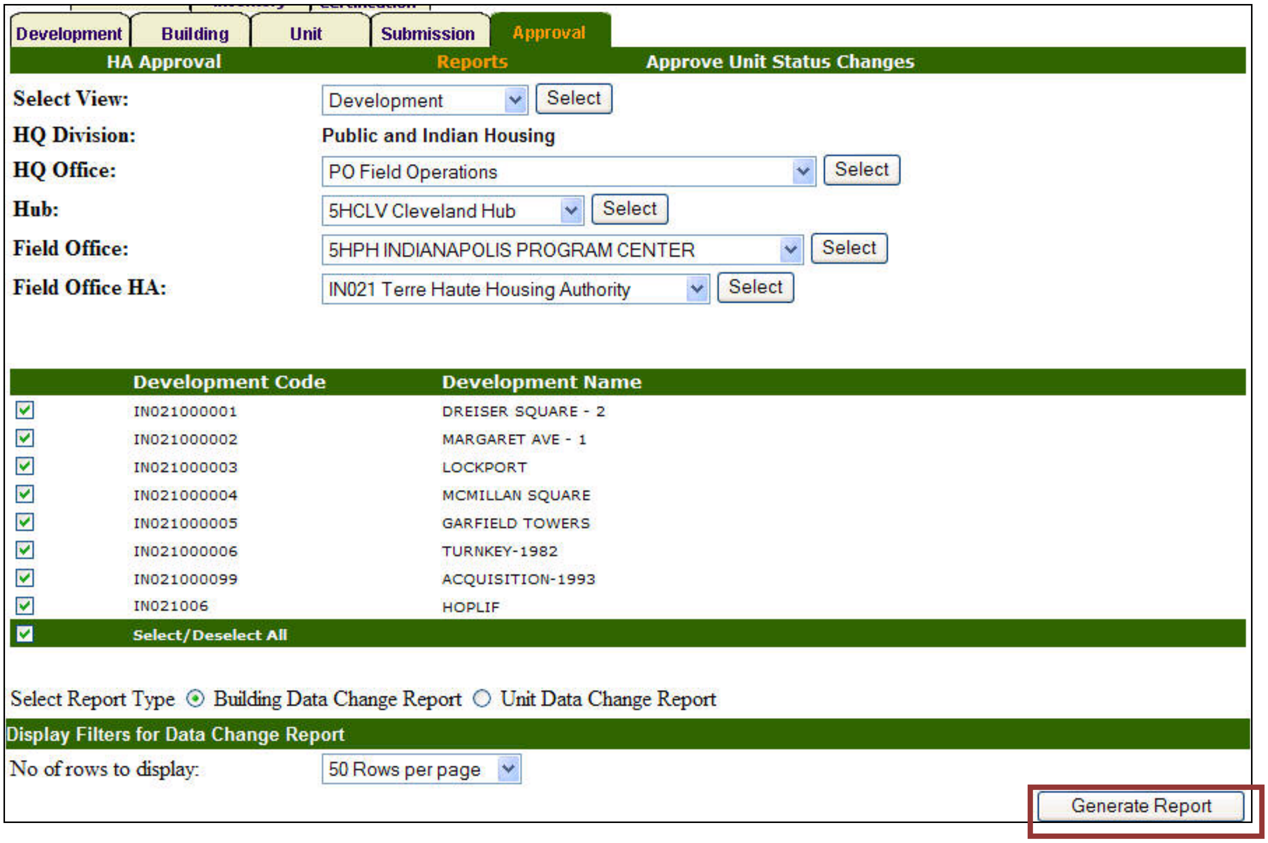
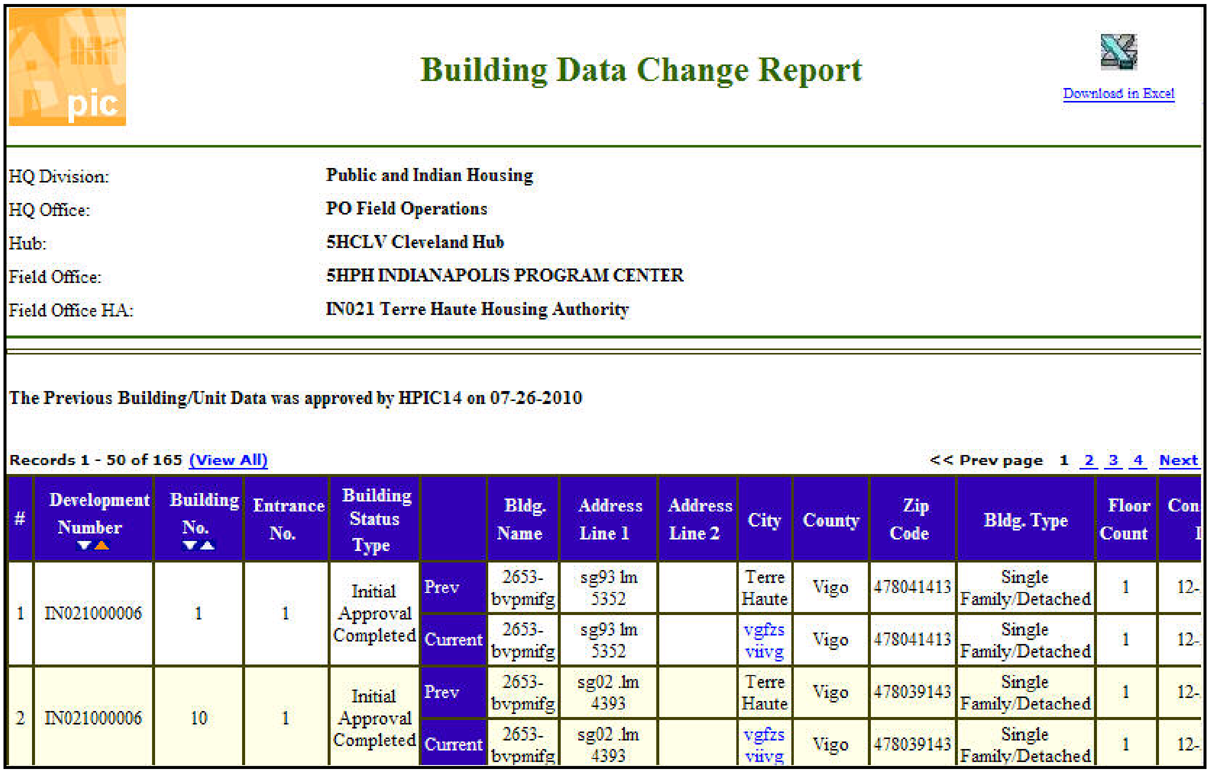


Figure 49: The Reports tab of the Development sub module

User has the option to either select all the developments or any particular development to generate the report. To select one or more developments, the user must select the check boxes next to the appropriate development numbers in the **Development Code** column. Then, the user must select the report to run in the **Select Report Type** area. By default, the **Report Type** selected is the **Building Data Change Report**. To change the number of rows to display per page, a user must select the appropriate option in the **No of rows to display** list. The user can then click the **Generate Report** button and the Building Data Change report is displayed (see Figure 50).



Building Data Change Report

Download in Excel

HQ Division: **Public and Indian Housing**
HQ Office: **PO Field Operations**
Hub: **5HCLV Cleveland Hub**
Field Office: **5HPH INDIANAPOLIS PROGRAM CENTER**
Field Office HA: **IN021 Terre Haute Housing Authority**

The Previous Building/Unit Data was approved by HPIC14 on 07-26-2010

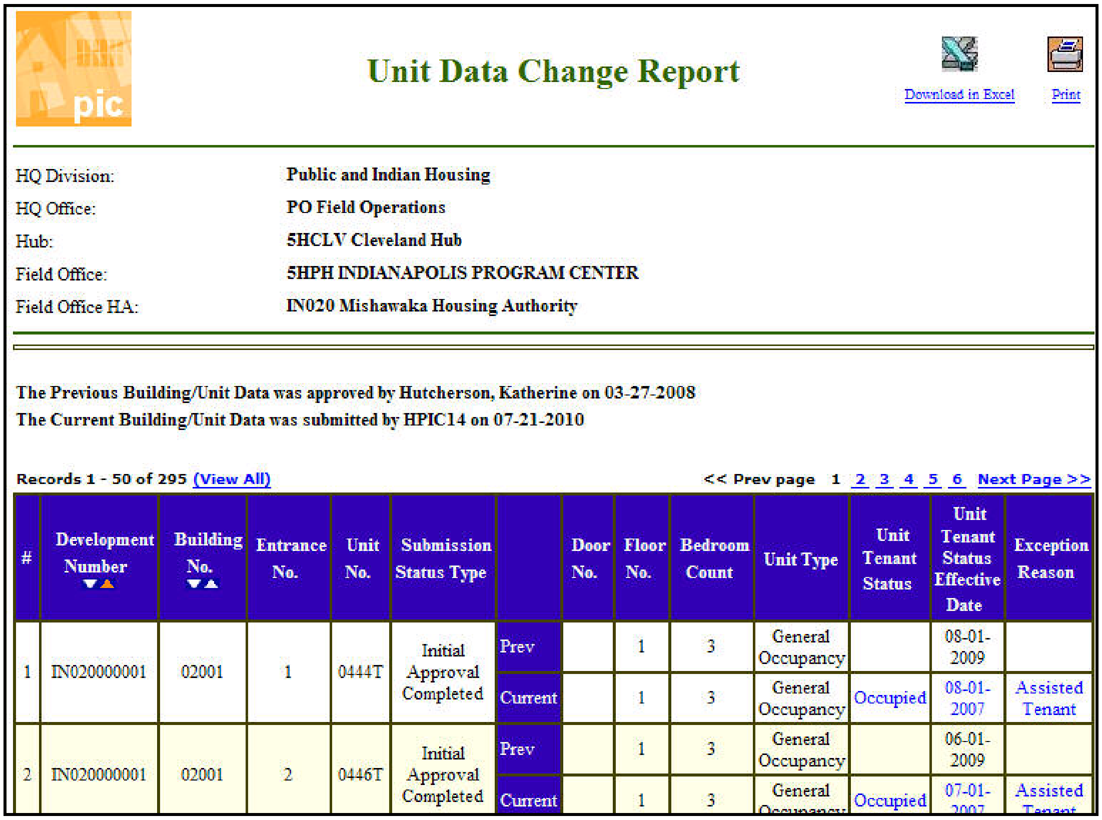
Records 1 - 50 of 165 (View All) **<< Prev page 1 2 3 4 Next**

#	Development Number	Building No.	Entrance No.	Building Status Type		Bldg. Name	Address Line 1	Address Line 2	City	County	Zip Code	Bldg. Type	Floor Count	Con I
1	IN021000006	1	1	Initial Approval Completed	Prev	2653-bvpmifg	sg93 lm 5352		Terre Haute	Vigo	478041413	Single Family/Detached	1	12-
					Current	2653-bvpmifg	sg93 lm 5352		vgfzs viivg	Vigo	478041413	Single Family/Detached	1	12-
2	IN021000006	10	1	Initial Approval Completed	Prev	2653-bvpmifg	sg02 lm 4393		Terre Haute	Vigo	478039143	Single Family/Detached	1	12-
					Current	2653-bvpmifg	sg02 lm 4393		vgfzs viivg	Vigo	478039143	Single Family/Detached	1	12-

Figure 50: The Building Data Change Report

The report displays all the change details for a development since last approval of the development. **Prev** and **Current** are the indicators to display the latest changes.

To display the report consisting of any unit data changes, a user must select the **Unit Data Changes Report** option in the **Reports** sub tab and click the **Generate Report** button. The report displays the name of the current and previous approver and also the dates they were approved (see Figure 51).



Unit Data Change Report

Download in Excel Print

HQ Division:	Public and Indian Housing
HQ Office:	PO Field Operations
Hub:	5HCLV Cleveland Hub
Field Office:	5HPH INDIANAPOLIS PROGRAM CENTER
Field Office HA:	IN020 Mishawaka Housing Authority

The Previous Building/Unit Data was approved by Hutcherson, Katherine on 03-27-2008
The Current Building/Unit Data was submitted by HPIC14 on 07-21-2010

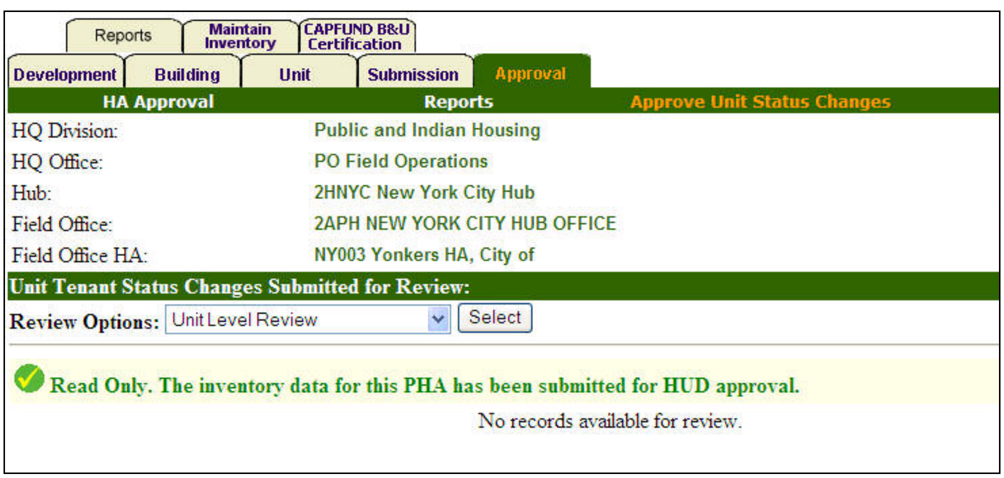
Records 1 - 50 of 295 (View All) << Prev page 1 2 3 4 5 6 Next Page >>

#	Development Number	Building No.	Entrance No.	Unit No.	Submission Status Type		Door No.	Floor No.	Bedroom Count	Unit Type	Unit Tenant Status	Unit Tenant Status Effective Date	Exception Reason
1	IN020000001	02001	1	0444T	Initial Approval Completed	Prev		1	3	General Occupancy		08-01-2009	
						Current		1	3	General Occupancy	Occupied	08-01-2007	Assisted Tenant
2	IN020000001	02001	2	0446T	Initial Approval Completed	Prev		1	3	General Occupancy		06-01-2009	
						Current		1	3	General Occupancy	Occupied	07-01-2007	Assisted Tenant

Figure 51: The Unit Data Change Report

1.1.7.3 Approve Unit Status Changes sub Tab

The **Approve Unit Status Changes** sub tab of the **Approval** tab allows users with sufficient access privileges to approve unit status changes for a HA. The **Approve Unit Status Changes** page displays a message that the inventory data has been submitted for HUD Approval (see Figure 52).



Reports | Maintain Inventory | CAPFUND B&U Certification

Development | Building | Unit | Submission | Approval

HA Approval | Reports | Approve Unit Status Changes

HQ Division:	Public and Indian Housing
HQ Office:	PO Field Operations
Hub:	2HNYC New York City Hub
Field Office:	2APH NEW YORK CITY HUB OFFICE
Field Office HA:	NY003 Yonkers HA, City of

Unit Tenant Status Changes Submitted for Review:

Review Options: Unit Level Review Select

Read Only. The inventory data for this PHA has been submitted for HUD approval.

No records available for review.

Figure 52: The Approve Unit Status Changes page of the Approval tab

1.1.7.3.1 Approving Unit Status Changes

When a PHA user makes a unit tenant status change and submits the changes in the **Submit Unit Status Changes** page of the **Development** sub module, the development details are displayed in the **Approval Unit Status Changes** sub tab for the HUD user (see Figure 53) to review and approve.

The **Unit Tenant Status Changes Submitted for Review** section of the page lists the units submitted for review. The **Review Options** list allows the user to select the level of review. The available options are the **Unit Level Review**, **Building Entrance Level Review** and **Development Level Review**. Based on the number of units to review, the user can select the desired review level.

Based on the selected review level, the program lists the units for approval, or displays the summarized unit approval information for every building entrance or development that has unit status changes submitted for the Field Office approval.

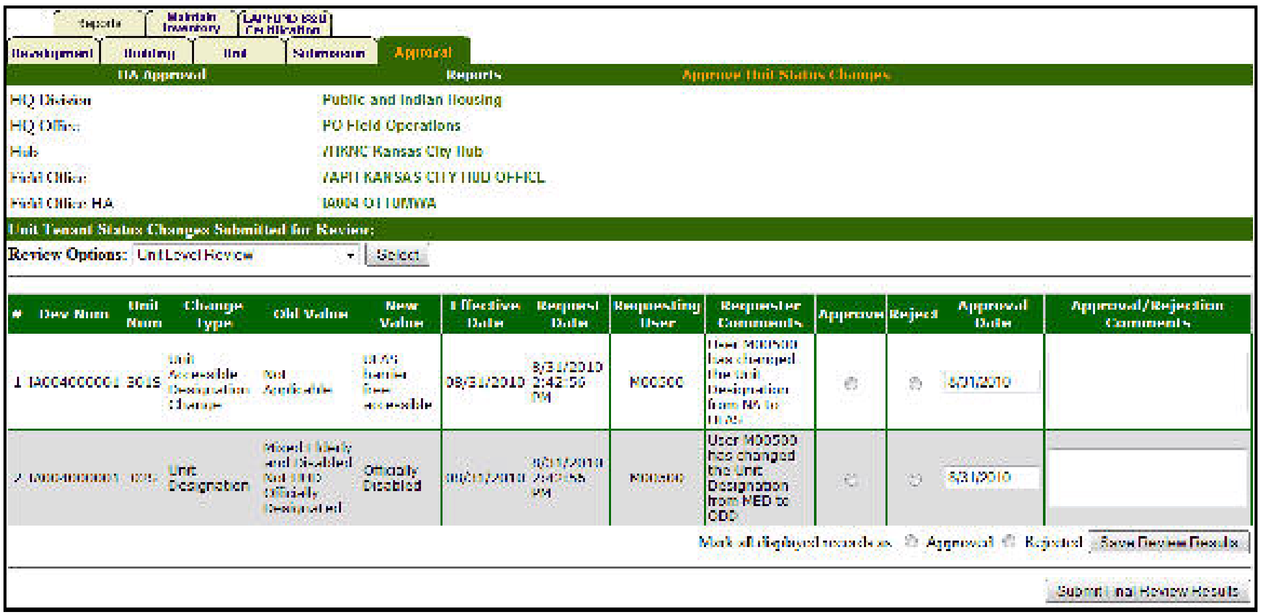


Figure 53: The Approve Unit Status Changes tab when HA user submits tenant status changes

To approve or reject the unit status changes, the user must click either the **Rejected** or **Approved** option. If the user uses the **Mark all displayed records** as option, then the user can approve or reject all the submitted records at once. The user can enter the Approval/Rejection comments and click the **Save Review Results** button to save the comments.

Once all the records are marked as either approved or rejected, the user can click the **Save Review Results** button. Once the review results are saved, the user can click the **Submit Final Review Results** button and complete the approval process. Once final review results are submitted, the program will archive the data and update the appropriate unit details.

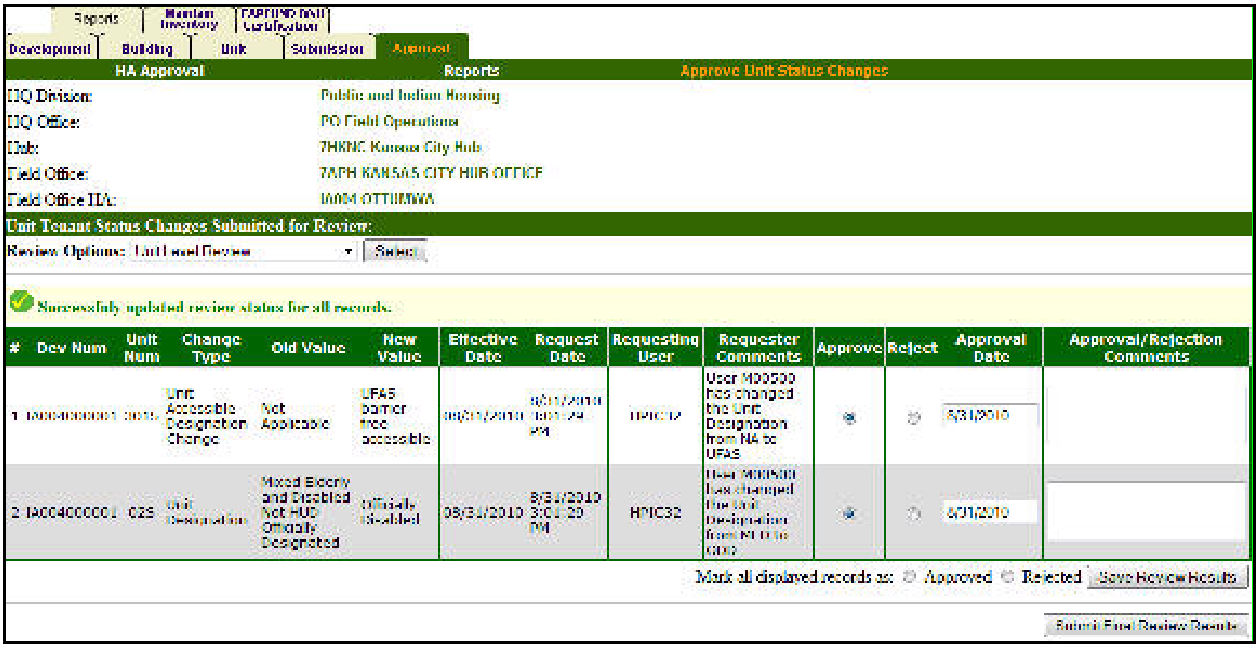


Figure 54: Submitting Final Approval

1.1.8 Reports Tab

The **Reports** tab of the **Development** sub module (see Figure 55) allows the user to run various reports to view the building data, unit data, vacancy / occupancy data, etc. When users run the reports, they can further organize the report data for more convenient presentation.

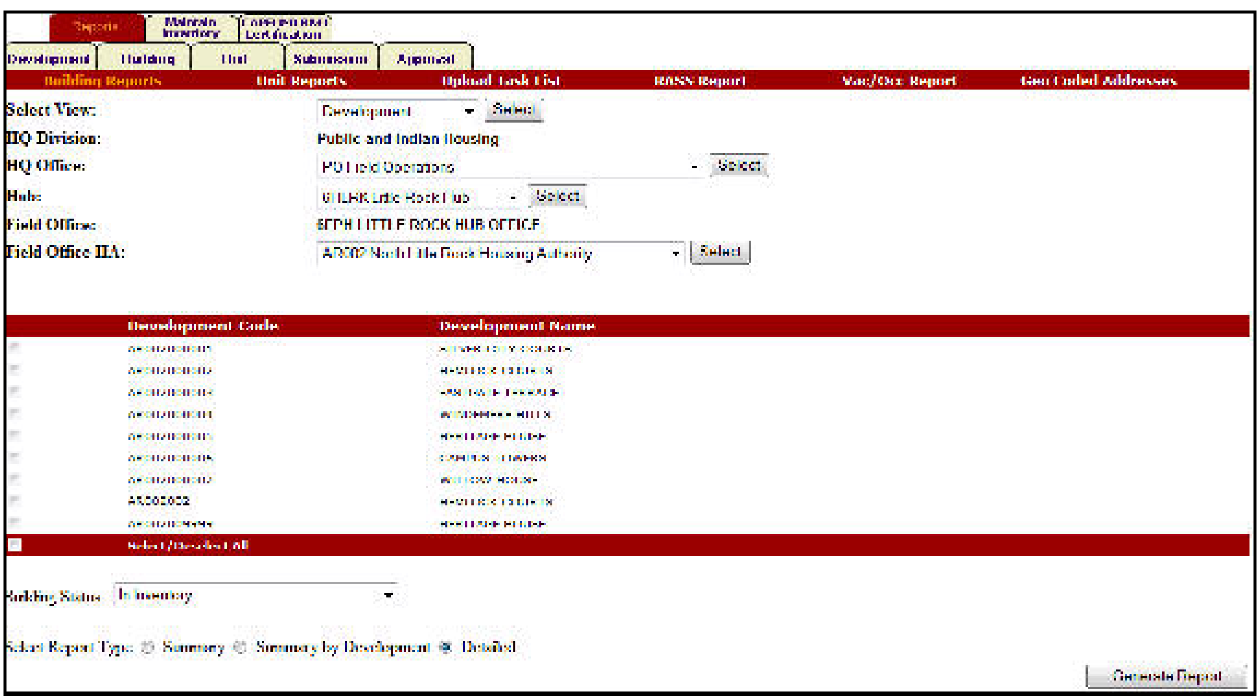


Figure 55: The Building Reports sub tab of the Reports tab

1.1.8.1 Building Reports sub Tab

The **Building Reports** sub tab allows users to run building inventory reports (see Figure 55). Building reports present a range of up-to-date building data for any development (or group of developments) in an HA. Users can run three types of building reports that display various building data: the number of buildings and units for selected development(s), as well as more detailed building and unit data. Users can run building reports based on the building statuses.

PIC draws the data for these reports from the Building Detail and Unit Detail pages in the **Development** sub module and the **Demo/Dispo** sub module.

To run a report, user must select the appropriate Hub in the **Hub** list and click **Select**. Then, the user must select the appropriate Field Office in the **Field Office** list and then click **Select**. If there is only one field Office associated with a Hub, then the user must select the appropriate PHA in the **Field Office HA** list and then click **Select**.

The program displays the list of developments that are associated with the selected PHA. User must select the desired development(s) by clicking the check boxes for the development records in the **Development Code** column. The program also displays the **Select / Deselect All** button to select all the developments, or to clear the selected check boxes.

Then, the user must select the desired building status option in the **Building Status** list. The report count will only include the buildings associated with the selected building status within the selected development(s). Using the **Building Status** list, the user can get counts for buildings and units that are part of the current inventory, buildings participating in the demo / dispo process or removal from inventory process.

To run the report, the user must click the **Generate Report** button. The report will be displayed in a separate browser window.

1.1.8.1.1 Building Summary Report

The Building Summary report (see Figure 56) displays the summarized building and unit counts grouped by building types. The report includes only the buildings that have the same status that the user selected in the **Building Status** list when running the report.

Building Summary Report

As of 6/21/2010

Hub : 5HCHI Chicago Hub
FieldOffice : 5APH CHICAGO HUB OFFICE
Field Office HA : IL001 E. St. Louis Housing Authority
Developments Selected : IL001000001, IL001000002, IL001000003, IL001000004, IL001000005

Search Criteria

Status : In Inventory

Building Type	No.of Bldgs.	No.of Units Reported in Bldg.	No.of Units Uploaded
Elevator Structure	2	222	222
Mixed Type	0	0	0
Non Dwelling Structure	8	0	0
Row or Townhouse (Sep. entrances)	145	953	953
Semi Detached (Sep. entrances)	48	94	94
Single Family/Detached	19	19	19
Multifamily/Walkup Apts (Shared Entrance)	0	0	0
Total for All Selected Developments	**222**	**1288**	**1288**

Figure 56: Building Summary Report

The Building Summary report displays the report date, the Hub, Field Office, and PHA selected. Then, the report displays the development(s) associated with the PHA and selected for the report. In the **Search Criteria** section, the report displays the option that the user selected in the **Building Status** list when running the report.

The report data presents the number of buildings and units within the selected developments. The **No. of Bldgs.** column displays the total number of buildings of each building type. The **No. of Units Reported in Bldg.** column displays the total number of units associated with the buildings included in the report. The **No. of Units Uploaded** column displays

The report also presents the **Total for All Selected Developments** section that summarizes the counts for all the building types.

Users can print the report or download the report data in the Excel format for further manipulation. To print the report, the user must click the **Print** button. To download the report data for further manipulation, the user must click the **Download in Excel** button.

1.1.8.1.2 Building Summary by Development Report

The Building Summary by Development report (see Figure 57) displays the summarized building and unit counts grouped by development and building types. The report includes only the buildings that have the same status that the user selected in the **Building Status** list when running the report.

Building Summary By Development Report

As of 6/21/2010

Hub	: 5HCHI Chicago Hub
FieldOffice	: 5APH CHICAGO HUB OFFICE
Field Office HA	: IL001 E. St. Louis Housing Authority
Developments Selected	: IL001000001, IL001000002, IL001000003, IL001000004, IL001000005

Search Criteria

Status	: In Inventory

Select Page Set : 1-2

Development : IL001000001

Bldg. Type	Ent. No.	No.of Units Reported in Bldg.	No.of Units Uploaded
Elevator Structure	0	0	0
Mixed Type	0	0	0
Non Dwelling Structure	1	0	0
Row or Townhouse (Sep. entrances)	30	240	240
Semi Detached (Sep. entrances)	0	0	0
Single Family/Detached	0	0	0
Multifamily/Walkup Apts (Shared Entrance)	0	0	0
Total for IL001000001	**31**	**240**	**240**

Development : IL001000002

Bldg. Type	Ent. No.	No.of Units Reported in Bldg.	No.of Units Uploaded
Elevator Structure	0	0	0
Mixed Type	0	0	0
Non Dwelling Structure	2	0	0
Row or Townhouse (Sep. entrances)	39	314	314
Semi Detached (Sep. entrances)	0	0	0
Single Family/Detached	0	0	0
Multifamily/Walkup Apts (Shared Entrance)	0	0	0
Total for IL001000002	**41**	**314**	**314**

Figure 57: Building Summary by Development Report

The Building Summary by Development report displays the report date, the Hub, Field Office, and PHA selected. Then, the report displays the development(s) associated with the PHA and selected for the report. In the **Search Criteria** section, the report displays the option that the user selected in the **Building Status** list when running the report.

The report data presents the number of buildings and units within the selected developments grouped by building type for every individual development. The **Ent. No.** column displays the total number of entrances for buildings of each building type associated with each development. The **No. of Units Reported in Bldg.** column displays the total number of units associated with the buildings included in the report. The **No. of Units Uploaded** column displays the number of units that PHA submitted using the **Development** sub module.

The report also presents the **Total for [development number]** section that summarizes the counts for all the building types.

Users can print the report or download the report data in the Excel format for further manipulation. To print the report, the user must click the **Print** button. To download the report data for further manipulation, the user must click the **Download in Excel** button.

1.1.8.1.3 Building Detail Report

The Building Detail report (see Figure 58) displays the detailed building data for all the buildings associated with the selected development.

The Building Summary by Development report displays the report date, the Hub, Field Office, and PHA selected. Then, the report displays the development(s) associated with the PHA and selected for the report. In the **Search Criteria** section, the report displays the option that the user selected in the **Building Status** list when running the report.

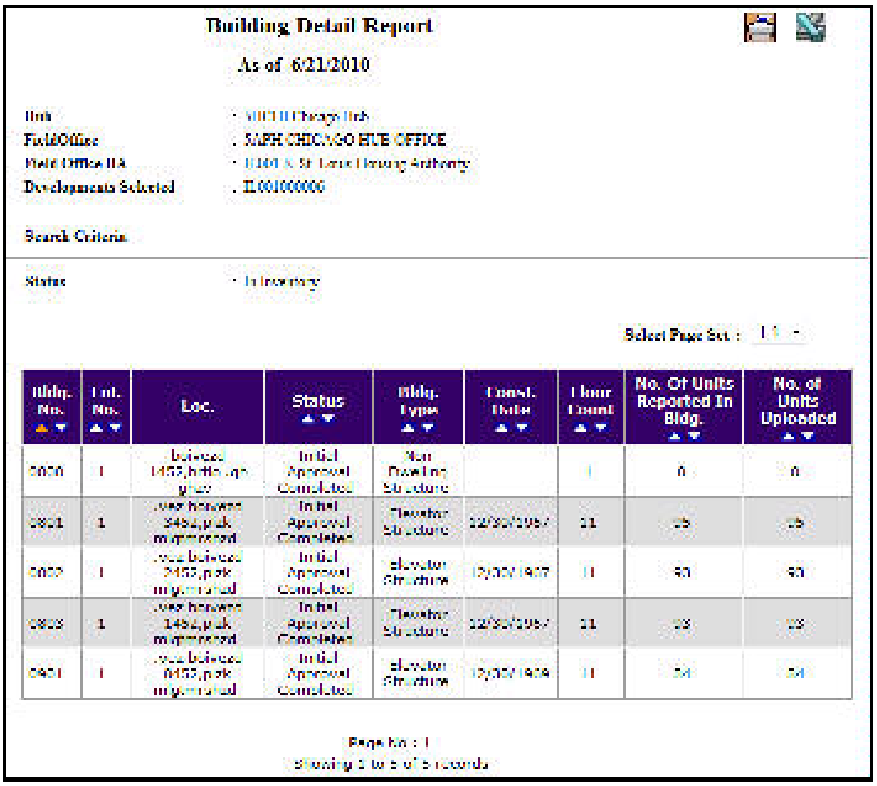


Figure 58: Building Detail Report

The report data displays all building records providing the following details: number of entrances in the building, location of the building (address), building status, building type, the construction date (the date when the construction of the building was finished), floor count, the number of units reported and number of units uploaded.

Users can sort the report in ascending or descending order by clicking the up or down arrow in any report column.

Users can print the report or download the report data in the Excel format for further manipulation. To print the report, the user must click the **Print** button. To download the report data for further manipulation, the user must click the **Download in Excel** button.

1.1.8.2 Unit Reports sub Tab

The **Unit Reports** sub tab (see Figure 59) allows users to run unit inventory reports for all buildings within individual developments. Unit reports present a range of up-to-date unit data for any development (or group of developments) in an HA. Users can run five types of unit reports that display various unit data: unit details from the **Unit** tab, ACC, occupied and vacant unit counts grouped by unit designation, bedroom count, or development number, unit status changes, and current unit tenant statuses for every unit. Every report also has additional report criteria.

PIC draws the data for these reports from the Building Detail and Unit Detail pages in the **Development** sub module and the **Inventory Removals** sub module.

To run a report, user must select the appropriate Hub in the **Hub** list and click **Select**. Then, the user must select the appropriate Field Office in the **Field Office** list and then click **Select**. If there is only one field Office associated with a Hub, then the user must select the appropriate PHA in the **Field Office HA** list and then click **Select**.

Then the user must select the report in the **Report Type** list. Depending on the option selected in the **Report Type** list, the program allows the user to run the following reports: the Unit Detail report, Unit Summary report, Unit Status Changes report, and Unit Status Summary report.

The program displays the list of developments that are associated with the selected PHA. User must select the desired development(s) by clicking the check boxes for the development records in the **Development Code** column. The program also displays the **Select / Deselect All** button to select all the developments, or to clear the selected check boxes.

Depending on the report type, the user will have to edit various additional report criteria. For the **Detailed** option of the **Report Type** list, the user will have to select whether the report will display the occupancy data. To display the occupancy data, the user must select the **Occupancy** check box. If the user clears the **Occupancy** check box, then the program will not include the occupancy information in the report. Also the user must select the desired option in the **Unit Status** list. The units will be included (or excluded) based on the user's selection. The **Unit Detail Complete** list allows the user to set the report to include only units with all the details, units with incomplete details or both types of units. The **ACC Indicator** list allows the user to set the report to include only units with ACC indicator "Yes", units with ACC indicator "No" or both types of units.

The **Summary** and **Summary by Development** option of the **Report Type** list requires the user to edit the same report criteria as for the **Detailed** option except for the **ACC Indicator** list. The **ACC Indicator** list will be inactive.

The **Status Changes Detailed** and **Status Changes Summary** option of the **Report Type** list requires the user to select the report period using the **Start Date** and **End Date** boxes. The dates must be entered in the MM/DD/YYYY format.

To run the report, the user must click the **Generate Report** button. The report will be displayed in a separate browser window.

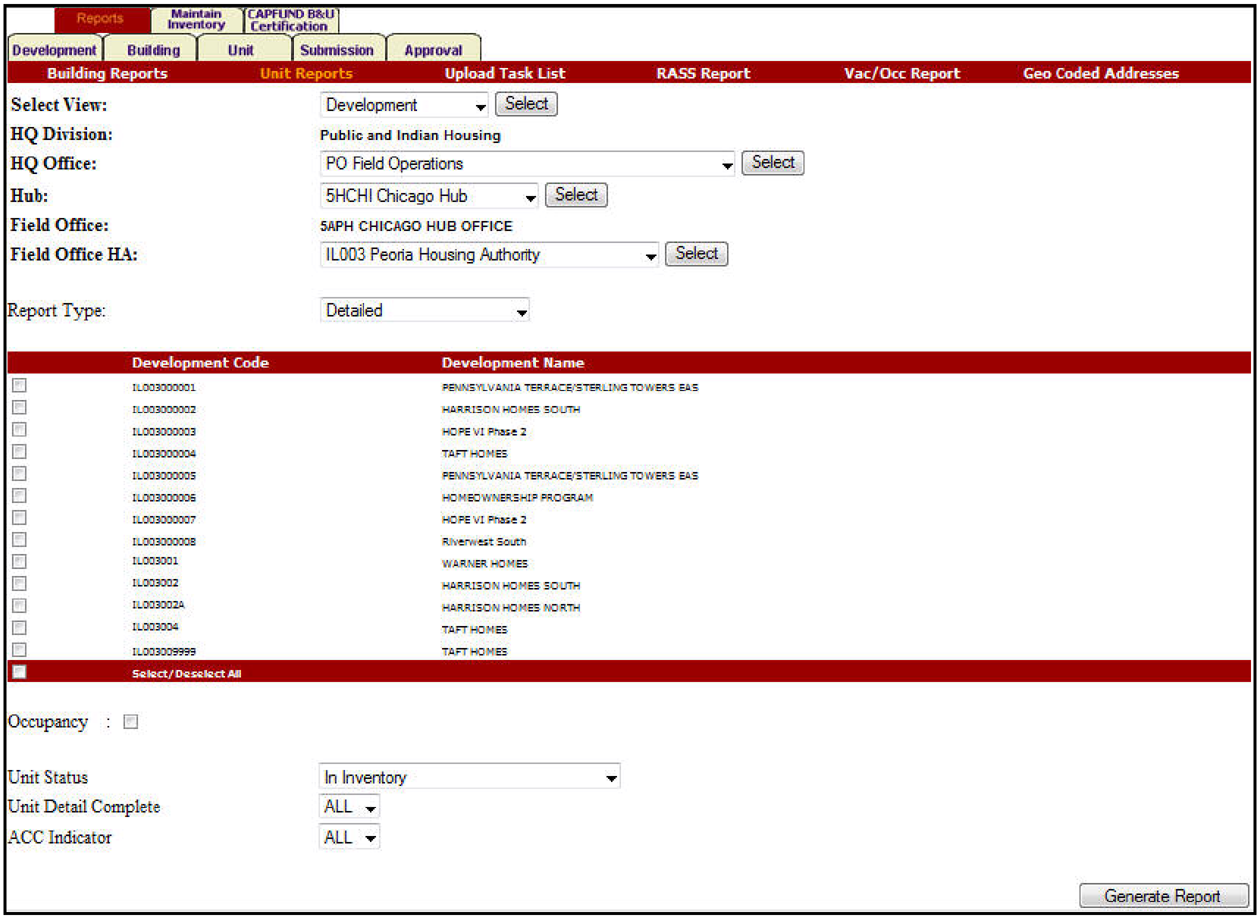


Figure 59: Unit Reports sub Tab

1.1.8.2.1 Unit Detail Report

The Unit Detail report (see Figure 60) displays the detailed data for every unit that matched the report criteria.

The Unit Detail report displays the report date, the Hub, Field Office, and PHA selected. In the **Search Criteria** section, the report displays the option that the user selected in the **Unit Status** list when running the report. The report also displays the **Details Complete**, **ACC Indicator** selections as well as the **Occupancy** option (if selected).

The report lists all the units that match the report criteria. Based on whether the user selected or cleared the **Occupancy** check box when running the report, the program will display the following data:

If the user selected the **Occupancy** option (see Figure 60), the report will display the following information: the building number, entrance number and the unit number, unit designation, unit status type, bedroom count, SSN of the head of household that lives in this unit, his/her first name and last name, date when the head of household started living in the unit (occupancy date), unit tenant status, accessibility designation, whether the unit details are complete and the ACC indicator.

Unit Detail Report
As of 6/21/2010

Hub	: 5HCHI Chicago Hub
FieldOffice	: 5APH CHICAGO HUB OFFICE
Field Office HA	: IL003 Peoria Housing Authority

Search Criteria

Status	: In Inventory
Details Complete	: ALL
ACC Indicator Selected	: ALL
Occupancy	: Selected

Bldg No.	Ent. No.	Unit No.	Unit Designation	Unit Status Type	Bdrm Cnt	SSN	First Name	Last Name	Occ. Date	Unit Tenant Status Code	Accessible Designation	Dtls Comp.	ACC Unit
H037	1	600037	General Occupancy	Proposed for Removed from Inventory	3					Vacant - Vacant	Not Applicable	Yes	Yes
H016	1	600016	General Occupancy	Initial Approval Completed	3					Vacant - Vacant	Not Applicable	Yes	Yes
H007	1	600007	General Occupancy	Initial Approval Completed	3	429982285	vxroz	hylxzq	09/01/2001	Occupied - Assisted Tenant	Not Applicable	Yes	Yes
H004	1	600004	General Occupancy	Initial Approval Completed	3					Vacant - Vacant	Not Applicable	Yes	Yes

Showing 1 to 4 of 4

Figure 60: Unit Detail Report

If the user cleared the **Occupancy** check box, the report would not include the data about the tenant that lives in the unit.

Users can print the report or download the report data in the Excel format for further manipulation. To print the report, the user must click the **Print** button. To download the report data for further manipulation, the user must click the **Download in Excel** button.

1.1.8.2.2 Unit Summary by Development Report

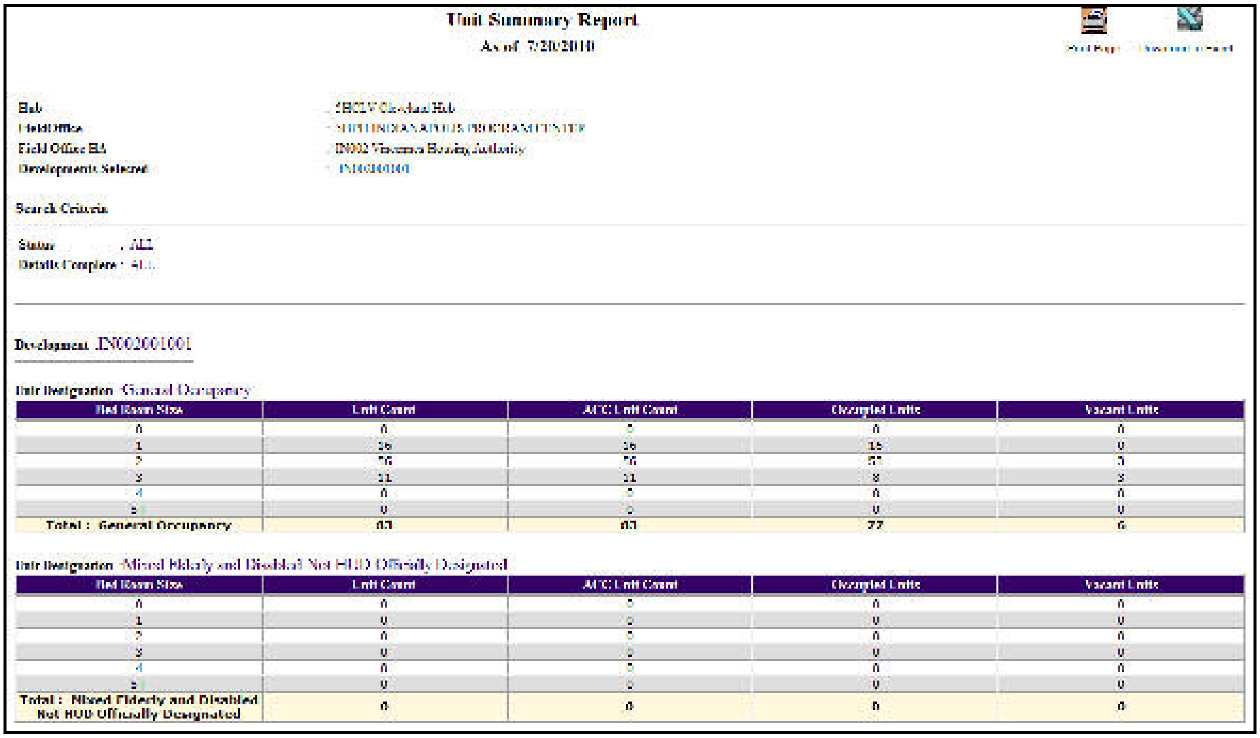
The Unit Summary by Development report (see Figure 61) displays the unit counts by development, bedroom count, and sorted by unit designation types. The first tier of the report displays the information about the selected Hub, Field Office, PHA, and development(s). The second tier of the report (**Search Criteria** area) displays the selected searching options.

The unit counts are presented per development and unit designation. Within the unit designation, the unit counts are broken down by number of bedrooms in a unit, occupancy, vacancy, and ACC indicator. The **Total** section displays the total unit counts not broken down by bedroom count.

For every unit designation in every selected development, the table displays the following columns:

- The **Bedroom Size** column indicates the number of bedrooms.
- The **Unit Count** column displays the number of units within every bedroom number category including the total number of units in the **Total** section.

- The **ACC Unit Count** column displays the number of ACC units broken down by bedroom count as well as the total number of ACC units. ACC units are considered to be units that have ACC indicator set to “Y”.
- The **Occupied** unit column displays the number of units that are occupied broken down by bedroom count.
- The **Vacant** unit column displays the number of units that are vacant broken down by bedroom count.



Unit Summary Report
As of 7/20/2010

Hub : 5HCLV Cleveland Hub
Field Office : 5IPH INDIANAPOLIS PROGRAM CENTER
Field Office HA : IN002 Vincennes Housing Authority
Developments Selected : IN002001001

Search Criteria

Status : ALL
Details Complete : ALL

Development : IN002001001

Unit Designation : General Occupancy

Bed Room Size	Unit Count	ACC Unit Count	Occupied Units	Vacant Units
0	0	0	0	0
1	16	16	16	0
2	56	56	53	3
3	11	11	8	3
4	0	0	0	0
5	0	0	0	0
Total : General Occupancy	83	83	77	6

Unit Designation : Mixed Elderly and Disabled Not HUD Officially Designated

Bed Room Size	Unit Count	ACC Unit Count	Occupied Units	Vacant Units
0	0	0	0	0
1	0	0	0	0
2	0	0	0	0
3	0	0	0	0
4	0	0	0	0
5	0	0	0	0
Total : Mixed Elderly and Disabled Not HUD Officially Designated	0	0	0	0

Figure 61: Unit Summary by Development Report

For merged unit designation the report only displays the **Bedroom Size**, **Unit Count,** and the **ACC Unit Count** columns.

Users can print the report or download the report data in the Excel format for further manipulation. To print the report, the user must click the **Print** button. To download the report data for further manipulation, the user must click the **Download in Excel** button.

1.1.8.2.3 Unit Summary Report

The Unit Summary report (see Figure 62) displays the unit counts for every unit designation sorted by bedroom count in all the developments selected for the report.

The first tier of the report displays the information about the selected Hub, Field Office, PHA, and development(s). The second tier of the report (**Search Criteria** area) displays the selected searching options.

The unit counts are presented per development and unit designation. Within the unit designation, the unit counts are broken down by number of bedrooms in a unit, occupancy, vacancy, and ACC indicator. The **Total** section displays the total unit counts not broken down by bedroom count.

For every unit designation in every selected development, the table displays the following columns:

- The **Bedroom Size** column indicates the number of bedrooms.
- The **Unit Count** column displays the number of units within every bedroom number category including the total number of units in the **Total** section.
- The **ACC Unit Count** column displays the number of ACC units broken down by bedroom count as well as the total number of ACC units. ACC units are considered to be units that have ACC indicator set to "Y".
- The **Occupied** unit column displays the number of units that are occupied broken down by bedroom count.
- The **Vacant** unit column displays the number of units that are vacant broken down by bedroom count.

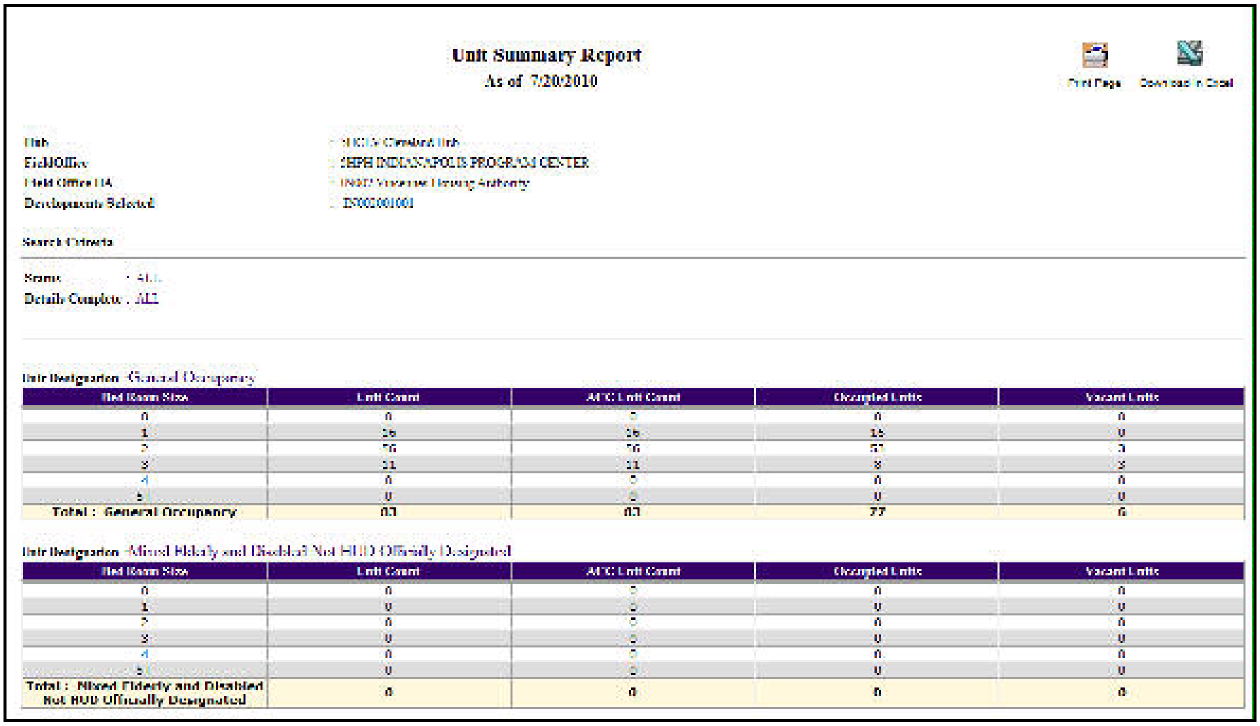


Figure 62: Unit Summary Report

For merged unit designation the report only displays the **Bedroom Size**, **Unit Count,** and the **ACC Unit Count** columns.

Users can print the report or download the report data in the Excel format for further manipulation. To print the report, the user must click the **Print** button. To download the report data for further manipulation, the user must click the **Download in Excel** button.

1.1.8.2.4 Status Changes Detailed Report

The Unit Status Changes Detailed report (see Figure 63) displays all the transaction records for unit tenant status changes, unit designation changes, and the accessibility indicator changes.

Users can run the report for a specific date range and any number of selected developments. The first tier of the report displays the selected date range and allows the user to select a development to display the transactions.

The transactions records include the following information:

- The number of the records in the ascending order.
- The **DevNo .** column specifies the development associated with the transaction. The user can click the column heading to sort the report data by development number.
- The **Building No.** column identifies the building associated with the unit. The user can click the column heading to sort the report data by building number.
- The **Building Entrance No.** column displays the building entrance number associated with the unit. The user can click the column heading to sort the report data by building entrance number.
- The **Unit No.** column displays the unit number. The user can click the column heading to sort the report data by unit number.
- The **Field Type** column displays the unit property that was changed. The report displays data for the following unit properties: unit designation, unit tenant status, and the accessibility indicator. The user can click the column heading to sort the report data by field type.
- The **Old Value** column displays the original unit property. The user can click the column heading to sort the report data by the old value.
- The **New Value** column displays the modified unit property. The user can click the column heading to sort the report data by the new value.
- The **Effective Date** column displays the date on which the change takes effect. The unit designation and the accessibility indicator changes take effect immediately upon approval and the when changing unit tenant status the user is required to indicate the effective date. The user can click the column heading to sort the report data by the effective dates.
- The **Comments** column displays the test that users enter in the **Comments** box.
- The **User** column displays the name of the user that performed a change. The user can click the column heading to sort the report data by user names.
- The **Update Date** column displays the date when the transaction was performed or proposed. The user can click the column heading to sort the report data by the update dates.

Units Status Changes Report

Download in Excel Print

Report Start Date: 05/20/2009
Report End Date: 07/20/2010
Development Number: IL001000001

Records 1 - 25 of 36 (View All) << Prev page 1 2 Next Page >>

#	Dev. No.	Building No.	Building Entrance No.	Unit No.	Field Type	Old Value	New Value	Effective Date	Comments	User	Update Date
1	IL001000001	0134	6	013406	Unit Status/Reason Change	Vacant	Assisted Tenant	08/05/2009	User MP8591 has changed the Unit Status from VACLUP to OCCAT	SHERROD, VERONICA	09/04/2009
2	IL001000001	0134	4	013404	Unit Status/Reason Change	Vacant	Assisted Tenant	06/01/2009	User MP8591 has changed the Unit Status from VACLUP to OCCAT	SHERROD, VERONICA	06/05/2009
3	IL001000001	0133	5	013305	Unit Status/Reason Change	Vacant	Assisted Tenant	09/12/2009	User MP8591 has changed the Unit Status from VACLUP to OCCAT	SHERROD, VERONICA	10/09/2009
4	IL001000001	0133	5	013305	Unit Status/Reason Change	Assisted Tenant	Vacant	06/01/2009	User sp_oleffdt has changed the Unit Status from OCCAT to VACLUP	sp_oleffdt	06/05/2009
5	IL001000001	0133	3	013303	Unit Status/Reason Change	Vacant	Assisted Tenant	10/01/2009	User MP8591 has changed the Unit Status from VACLUP to OCCAT	SHERROD, VERONICA	10/06/2009
6	IL001000001	0130	6	013007	Unit Status/Reason Change	Vacant	Assisted Tenant	08/27/2009	User MP8591 has changed the Unit Status from VACLUP to OCCAT	SHERROD, VERONICA	09/04/2009
7	IL001000001	0130	6	013007	Unit Status/Reason Change	Assisted Tenant	Vacant	06/10/2009	User MP8591 has changed the Unit Status from OCCAT to VACLUP	SHERROD, VERONICA	07/13/2009
8	IL001000001	0130	4	013005	Unit Status/Reason Change	Assisted Tenant	Vacant	09/09/2009	User MP8591 has changed the Unit Status from OCCAT to VACLUP	SHERROD, VERONICA	09/11/2009

Figure 63: Unit Status Changes Detailed Report

Users can print the report or download the report data in the Excel format for further manipulation. To print the report, the user must click the **Print** button. To download the report data for further manipulation, the user must click the **Download in Excel** button.

1.1.8.2.5 Unit Status Changes Summary Report

The Unit Status Changes Summary report (see Figure 64) displays the summarized unit counts distributed by unit tenant statuses. To run the report, the user must select the Hub, Field Office, PHA, the **Status Changes Summary** option in the **Report Type** list.

The program will refresh the page and allow the user to select the developments to run the report. The user can select one or more development(s) in the list of developments (to select or clear all developments, the user can click the **Select/Deselect All** check box). Then, the user must select the desired date range. The date range can be selected doing the **Start Date** and **End Date** boxes. The dates must be entered in the MM/DD/YYYY format.

Then, the user can run the report by clicking the **Generate Report** button.

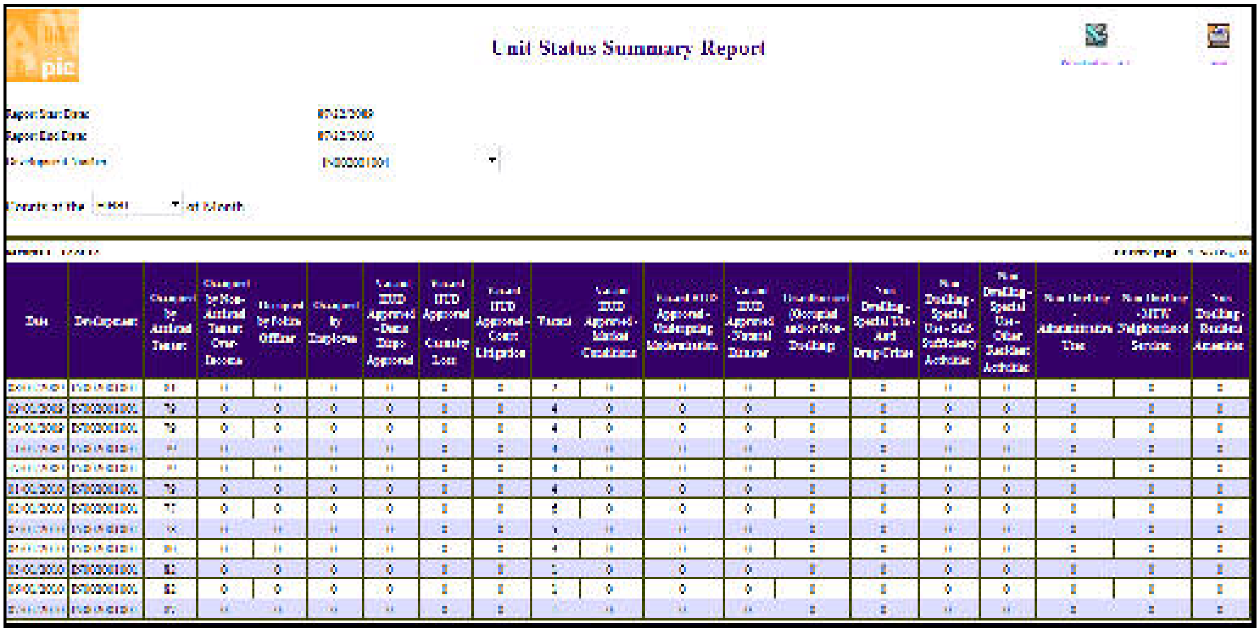


Figure 64: Unit Status Changes Summary Report

The first tier of the report displays the selected start and end dates of the report, as well as the development number(s) selected. The user can also set the report to display the unit counts at the first or the last day of the month. The report displays the dates for every month within the selected report range, the development number and the counts for every unit tenant status as of the date in the **Date** column.

Users can print the report or download the report data in the Excel format for further manipulation. To print the report, the user must click the **Print** button. To download the report data for further manipulation, the user must click the **Download in Excel** button.

1.1.8.3 Upload Task List sub Tab

The **Upload Task List** sub tab (see Figure 65) allows the user to run the Upload Task List report (see Figure 66). The Upload Task List report displays the unit counts by unit submission status type that PHAs uploaded to PIC.

To run the Upload Task List report, the user must select the appropriate Hub and Field Office. In the **Upload Task List Report Filter** area, the user must select the desired option in the **Unit Status** list. The unit statuses that a user can select in the **Unit Status** list represent all the stages of a demo / dispo process. The following options are available for selection: **Approved, Draft**, **Not Started**, **Rejected**, **RMI Approved**, and **Submitted**. The user can also select the **All** option to set the report to display all the available unit statuses.

To run the report, the user must click the **Generate Report** button.

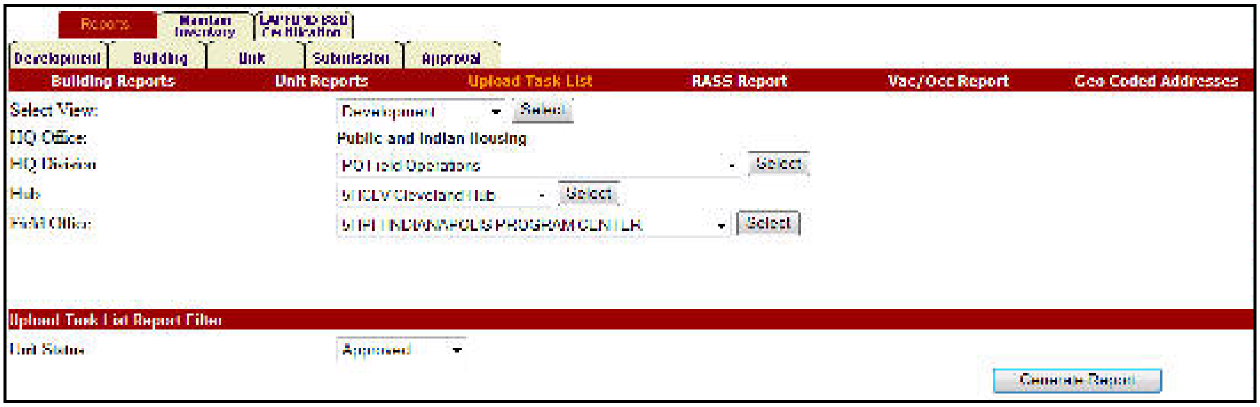


Figure 65: Upload Task List sub tab

1.1.8.3.1 Upload Task List Report

The **Upload Task List** report (see Figure 66) allows the user to view the uploaded unit and building data for a Field Office. The units and buildings included in the report are sorted by the unit submission status type for every PHA associated with the selected Field Office.

The report displays the following information:

- The **Housing Authority** column displays the PHA code. The user can click the column name to sort the report data by PHA code in an ascending or descending order.
- The **Status** column displays the unit status types. It may display all the status types (if the user selects the **All** option) or only the selected status type. The user can click the column name to sort the report data by unit status type in an ascending or descending order.
- The **Status Begin Date** column displays the date on which the current unit status took effect. The user can click the column name to sort the report data by unit status type date in an ascending or descending order.
- The **Units Chgd since Approval** and the **Bldgs Chgd since Approval** columns display the number of units and buildings that changes submission status type since the date indicated in the **Status Begin Date** column.
- The **Total Approved Units** and the **Total Approved Bldgs** columns display the total approved number of buildings and units for that PHA.
- The **Last Approved Date** column displays the date of the most recent submission status type approval.

Upload Task List
As of 7/22/2010

Hub : 5HCLV Cleveland Hub
FieldOffice : 5HPI INDIANAPOLIS PROGRAM CENTER

Search Criteria

Status : Approved

Housing Authority	Status	Status Begin Date	Units Chgd Since Approval	Bldgs Chgd Since Approval	Total Approved Units	Total Approved Bldgs	Last Approved Date
IN002	Approved	03/24/2010	0	0	701	309	03/24/2010
IN003	Approved	04/07/2010	0	0	725	421	04/07/2010
IN004	Approved	07/27/2005	0	0	167	104	07/27/2005
IN006	Approved	03/27/2006	0	0	135	68	03/27/2006
IN009	Approved	05/02/2005	0	0	304	201	05/02/2005
IN010	Approved	10/21/2005	0	0	465	425	10/21/2005
IN011	Approved	07/12/2009	0	0	2447	1204	07/12/2009
IN012	Approved	12/30/2005	0	0	1085	759	12/30/2005
IN015	Approved	07/29/2009	0	0	771	570	07/29/2009
IN016	Approved	07/28/2005	0	0	1074	614	07/28/2005
IN017	Approved	07/25/2010	0	0	2016	1707	07/25/2010
IN018	Approved	07/13/2005	0	0	193	72	07/13/2005
IN019	Approved	07/10/2009	0	0	144	112	07/10/2009
IN020	Approved	03/27/2006	0	0	293	150	03/27/2006
IN021	Approved	07/27/2005	0	0	560	770	07/27/2005
IN022	Approved	03/27/2006	0	0	312	52	03/27/2006
IN023	Approved	07/22/2005	0	0	701	205	07/22/2005
IN024	Approved	03/27/2006	0	0	144	79	03/27/2006
IN025	Approved	07/27/2005	0	0	750	215	07/27/2005
IN026	Approved	03/27/2006	0	0	572	304	03/27/2006
IN028	Approved	07/30/2007	0	0	55	14	07/30/2007
IN029	Approved	02/22/2010	0	77	505	307	02/22/2010

Figure 66: Upload Task List report

Users can print the report or download the report data in the Excel format for further manipulation. To print the report, the user must click the **Print** button. To download the report data for further manipulation, the user must click the **Download in Excel** button.

1.1.8.4 RASS Report sub Tab

The **RASS Report** sub tab (see Figure 67) allows users to run the RASS report. The RASS report provides occupied units data for RASS (Resident Assessment sub system) use. RASS team uses the information provided by this report to send the survey mailers.

To run the report, the user must select the appropriate Hub, Field Office and PHA. The program refreshes the page and displays the list of developments associated with the selected PHA. The user must select the desired development(s) to include in the report. Then, the use must select the desired option in the **Occupied Indicator** list. The available options are the **Yes**, **No**, and **All**. If the user selects the **Yes** option, then the report will only include the occupied units. If the user selects the **No** option, then the report will only include the vacant units. If the user selects the **All** option, then the report will include both the occupied and the vacant units.

The user must also select the report date range using the **Last Update Date From** and **To** boxes. The report will only include the resident information with the update dates within the update date range. The dates must be entered in the MM/DD/YYYY format.

To run the report, the user must click the **Generate Report** button.

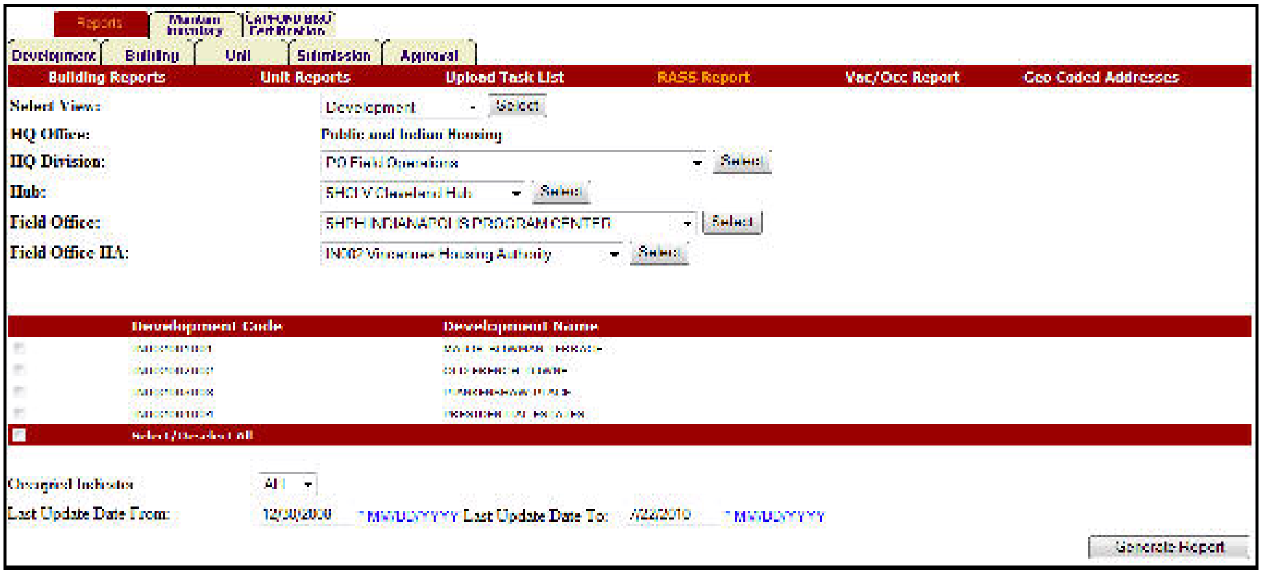


Figure 67: RASS Report sub tab

1.1.8.4.1 RASS Report

The RASS Report (see Figure 68) displays the public housing resident information for REAC RASS sub system.

The first tier of the report displays the Hub, Field Office and PHA information. The second tier of the report displays the search criteria and the total number of records that matched the search criteria. The **Select Page Set** list allows the user to browse the report data by pages more efficiently.

The report provides the following data:

- The **Dev No.** column displays he development number in PIC. The user can click the column name to sort the report data by the development numbers in the ascending or descending order.
- The **Bldg/Ent/Unit** column displays the building, entrance and unit numbers accordingly. The user can click the column name to sort the report data by the building/entrance/unit numbers in the ascending or descending order.
- The report also includes the **Physical Address** and the **Mailing Address** graphs. Within the address graphs the user can sort the report data by city or state in the ascending or descending order.
- The **Occ. Ind.** Column displays the occupancy indicator. It allows the user to see whether the unit is occupied or vacant when the user selects the **All** option. The user can click the column name to sort the report data by the occupancy indicator in the ascending or descending order.
- The **Last Update Date** column displays the date when the last record update was made for the tenant in the unit. The user can click the column name to sort the report data by the last update date in the ascending or descending order.

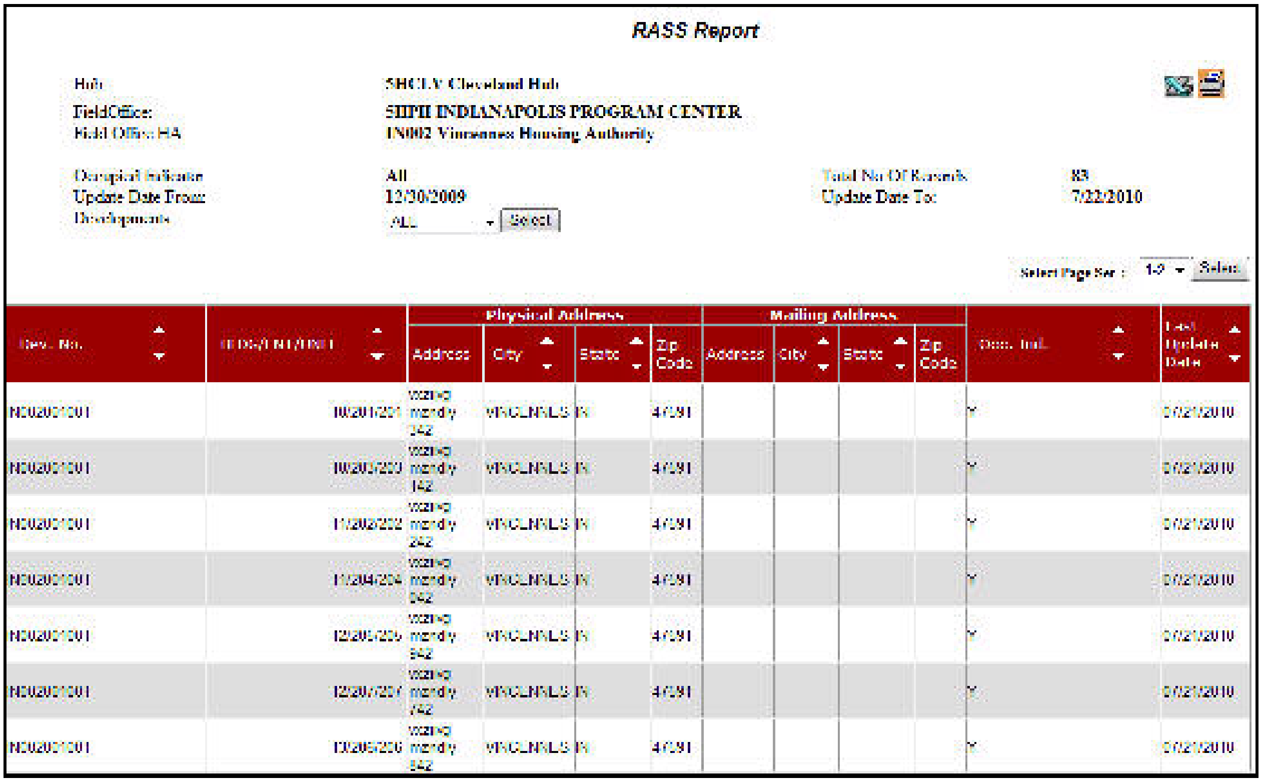


Figure 68: RASS Report

Users can print the report or download the report data in the Excel format for further manipulation. To print the report, the user must click the **Print** button. To download the report data for further manipulation, the user must click the **Download in Excel** button.

1.1.8.5 Vac/Occ Report sub Tab

The **Vac/Occ Report** sub tab (see Figure 69) allows the user to run Vacancy report and the Occupancy report. The Vacancy report lists all the vacant units in the selected development(s) with the total number of vacant units. The Occupancy report lists all the occupied units within the selected development(s) providing the total number of occupied units.

To run the Vacancy and Occupancy reports, the user must select the Hub, Field Office and the PHA. Then, the program will refresh the page and display the list of developments associated with the selected PHA. The user can include one development in the report, more than one or all developments. To select include a development in the report, the user must select the check box. To exclude a development from the report, the user must clear the check box. The user can also select or clear all the check boxes by using the **Select / Deselect All** check box.

Then, the user must select the report type, i.e. the **Vacancy** or **Occupancy** option in the **Select Report Type** area. The **Occupancy** option is selected by default. To run the report, click the **Generate Report** button.

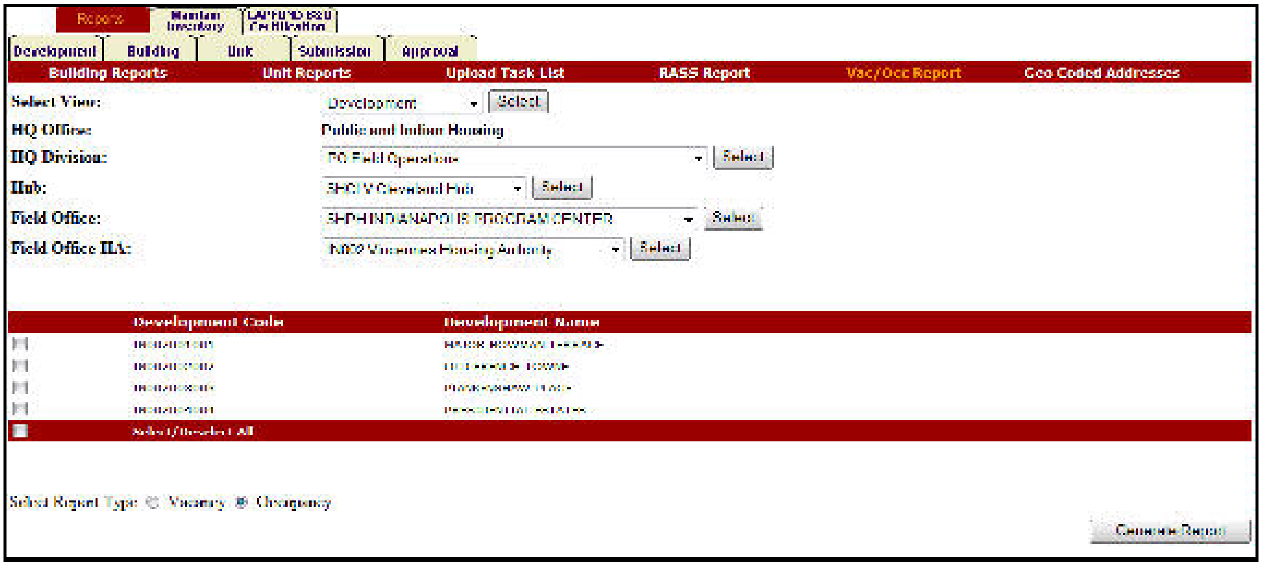


Figure 69: Vac/Occ Report sub tab

1.1.8.5.1 Vacancy Report

The Vacancy Report (see Figure 70) lists the vacant units associated with the selected development(s). The first tier of the report displays the Hub, the Field Office, the PHA, and the report type. The **Development Code** list allows the user to select the development number from the developments included in the report. To select the development, the user must select the appropriate option and then click the **Select** button.

The **Total Records** area displays the total number of records included in the report. The **Page Set** list allows users to navigate the report pages should the report contain more than one page.

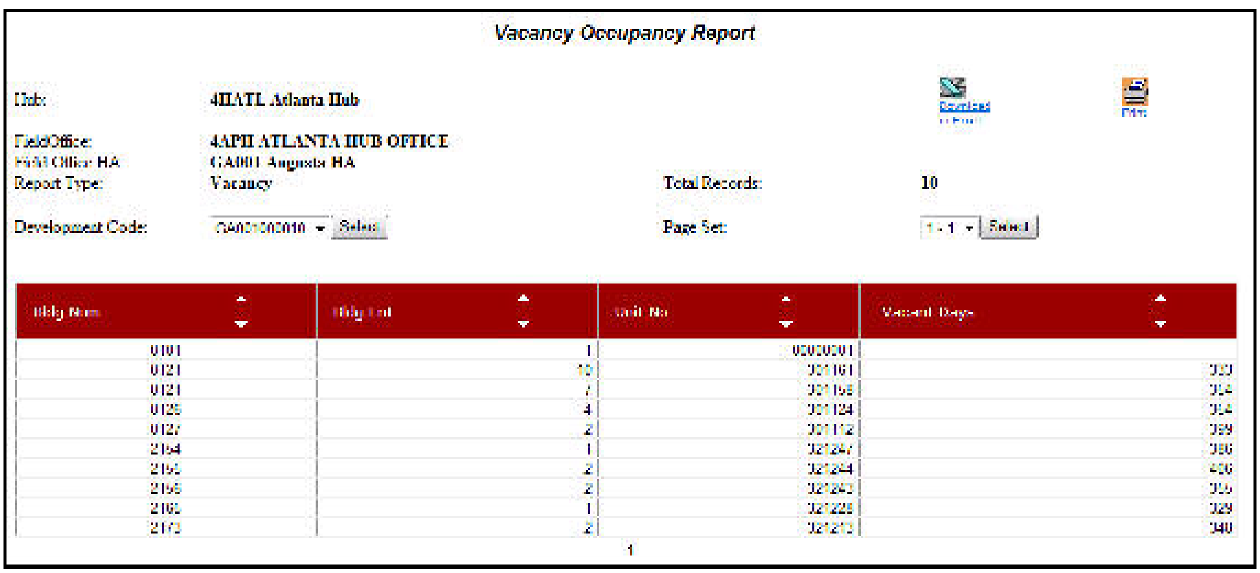


Figure 70: Vacancy report

The **Bldg Num** column displays the building numbers associated with the vacant unit numbers within the selected development. The **Bldg Ent** column displays the building entrance numbers associated with the vacant unit numbers within the associated buildings. The **Unit No** column displays the number of the vacant unit. The **Vacant Days** column displays the number of days passed since the unit was vacated.

Users can print the report or download the report data in the Excel format for further manipulation. To print the report, the user must click the **Print** button. To download the report data for further manipulation, the user must click the **Download in Excel** button.

1.1.8.5.2 Occupancy Report

The Vacancy Report (see Figure 70) lists the vacant units associated with the selected development(s). The first tier of the report displays the Hub, the Field Office, the PHA, and the report type. The **Development Code** list allows the user to select the development number from the developments included in the report. To select the development, the user must select the appropriate option and then click the **Select** button.

The **Total Records** area displays the total number of records included in the report. The **Page Set** list allows users to navigate the report pages should the report contain more than one page.

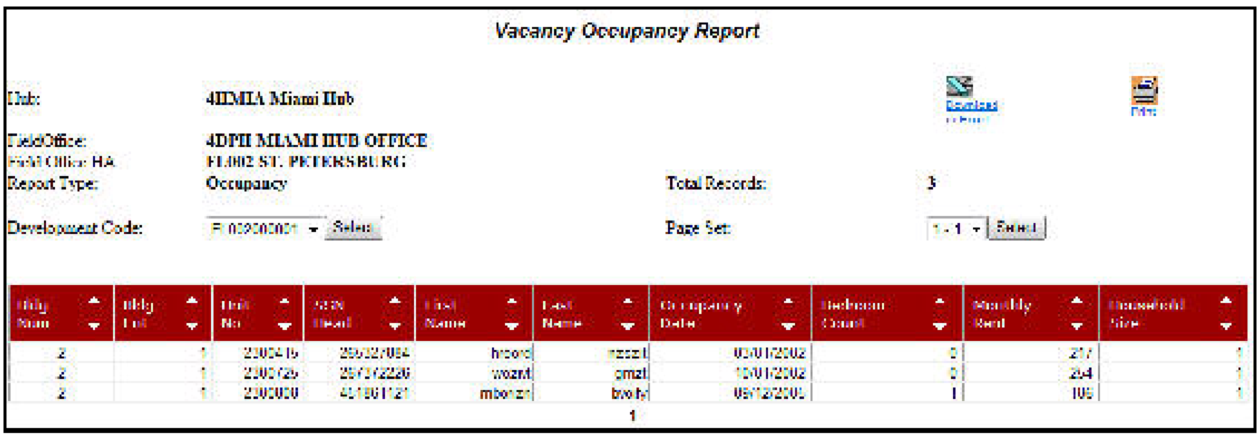


Figure 71: Occupancy Report

The **Bldg Num** column displays the building numbers associated with the vacant unit numbers within the selected development. The **Bldg Ent** column displays the building entrance numbers associated with the vacant unit numbers within the associated buildings. The **Unit No** column displays the number of the vacant unit. The **SSN Head**, **First Name**, **Last Name** column display the corresponding information about the head of household that lives in the unit. The **Occupancy Date** column displays the date when the unit was occupied by the current head of household. The **Bedroom Count** column displays the number of bedrooms in the unit. The **Household Size** column displays the number of people (members of household) that live in the unit.

Users can print the report or download the report data in the Excel format for further manipulation. To print the report, the user must click the **Print** button. To download the report data for further manipulation, the user must click the **Download in Excel** button.

1.1.8.6 Geo Coded Addresses sub Tab

The **Geo Coded Addresses** sub tab (see Figure 72) allows users to view the data received from GSC (Geo Coding service Center).

To run the Geo Coded Addresses reports, the user must select the Hub, Field Office and the PHA. Then, the program will refresh the page and display the list of developments associated with the selected PHA. The user can include one development in the report, more than one or all developments. To select include a development in the report, the user must select the check box. To exclude a development from the report, the user must clear the check box. The user can also select or clear all the check boxes by using the **Select / Deselect All** check box.

The **No of Rows to Display** list allows users to select the number of rows to be displayed per page which affects the number of pages in the report. The **Sort Report Data by** list and the **Order by** list allow the user to determine the way the program presents the report data.

To run the report, the user must click the **Generate Report** button.

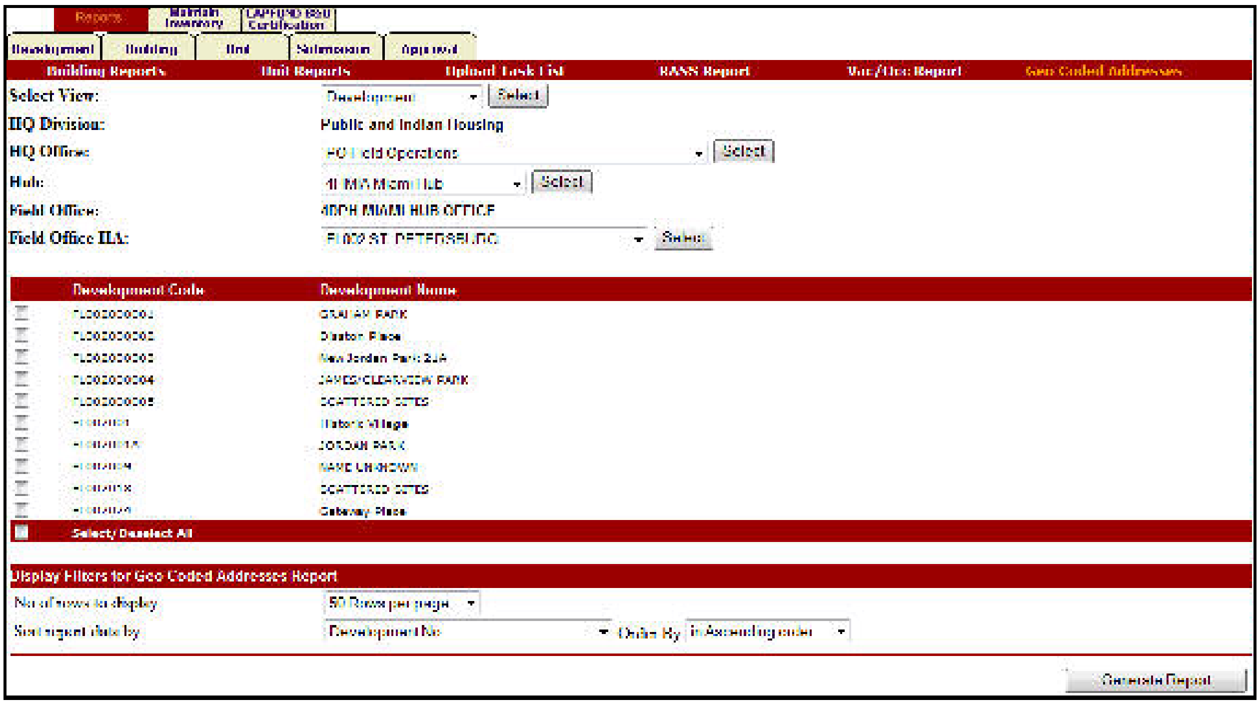


Figure 72: Geo Coded Addresses sub tab

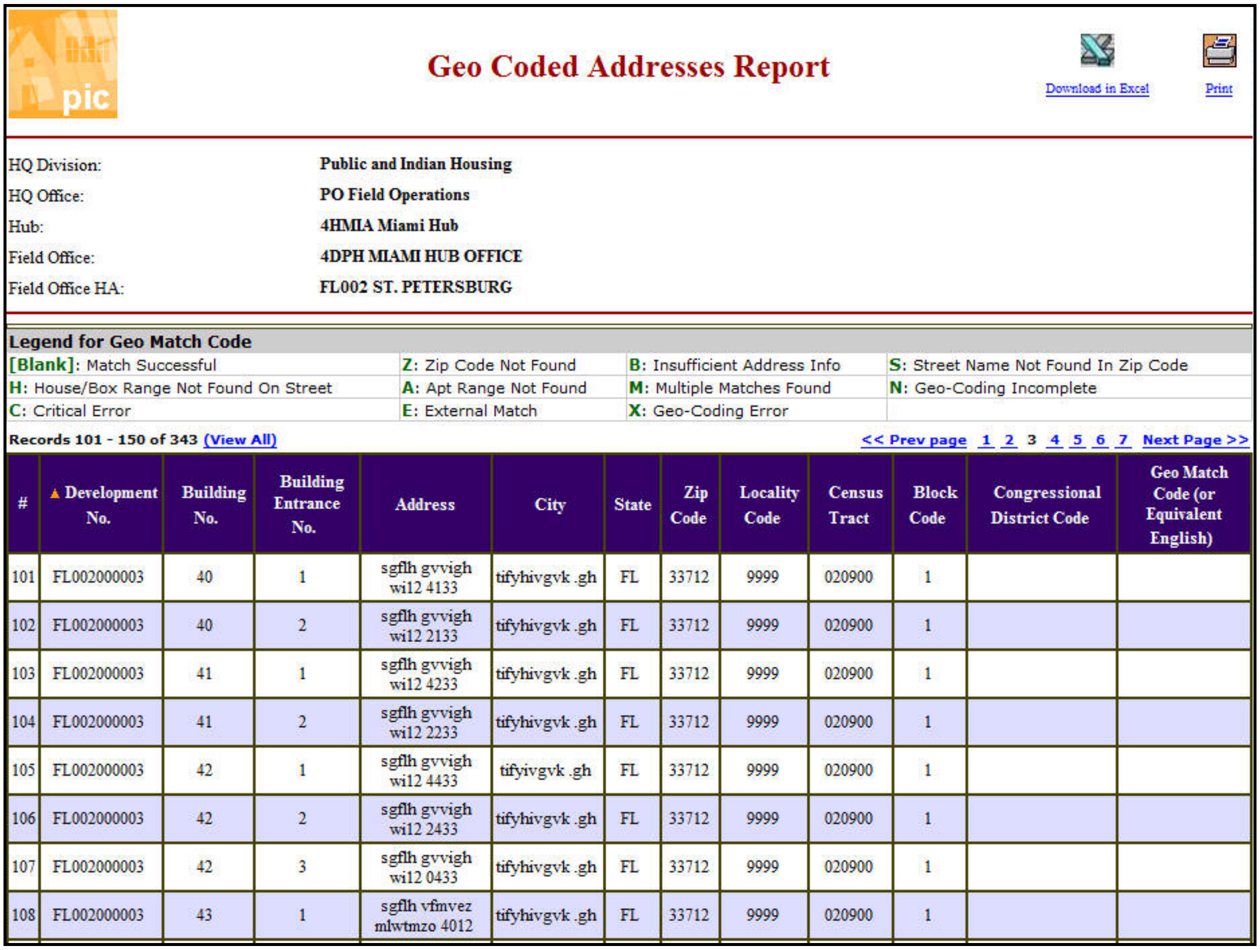
1.1.8.7 Geo Coded Addresses Report

The Geo Coded Addresses report (see Figure 73) displays the data received by IMS from GSC. This data is used in IMS to allow users to run Form 50058 reports by such entities as Locality or Congressional District.

The report displays the following data:

- The **Development No** column displays the development number.
- The **Building No** column displays the building number.
- The **Building Entrance No** column displays the building entrance number.
- The **Address** column displays the building entrance address.
- The **City** column displays the building entrance city name.
- The **State** column displays the building entrance state.
- The **Zip Code** column displays the building entrance zip code.

- The **Locality Code** column displays the building entrance locality code.
- The **Census Tract** column displays the census tract code.
- The **Block Code** displays the building entrance block code.
- The **Congressional District Code** column displays the congressional district code associated with the building entrance number.
- The **Geo Match Code (or Equivalent English)** column displays the result or the geo coding matching. For example, if the zip code of the address is not found, the column will display Z.



Geo Coded Addresses Report

Download in Excel   Print

HQ Division:	Public and Indian Housing
HQ Office:	PO Field Operations
Hub:	4HMIA Miami Hub
Field Office:	4DPH MIAMI HUB OFFICE
Field Office HA:	FL002 ST. PETERSBURG

Legend for Geo Match Code

[Blank]: Match Successful	Z: Zip Code Not Found	B: Insufficient Address Info	S: Street Name Not Found In Zip Code
H: House/Box Range Not Found On Street	A: Apt Range Not Found	M: Multiple Matches Found	N: Geo-Coding Incomplete
C: Critical Error	E: External Match	X: Geo-Coding Error	

Records 101 - 150 of 343 (View All)   << Prev page 1 2 3 4 5 6 7 Next Page >>

#	▲ Development No.	Building No.	Building Entrance No.	Address	City	State	Zip Code	Locality Code	Census Tract	Block Code	Congressional District Code	Geo Match Code (or Equivalent English)
101	FL002000003	40	1	sgflh gvvigh wi12 4133	tifyhivgvk .gh	FL	33712	9999	020900	1		
102	FL002000003	40	2	sgflh gvvigh wi12 2133	tifyhivgvk .gh	FL	33712	9999	020900	1		
103	FL002000003	41	1	sgflh gvvigh wi12 4233	tifyhivgvk .gh	FL	33712	9999	020900	1		
104	FL002000003	41	2	sgflh gvvigh wi12 2233	tifyhivgvk .gh	FL	33712	9999	020900	1		
105	FL002000003	42	1	sgflh gvvigh wi12 4433	tifyivgvk .gh	FL	33712	9999	020900	1		
106	FL002000003	42	2	sgflh gvvigh wi12 2433	tifyhivgvk .gh	FL	33712	9999	020900	1		
107	FL002000003	42	3	sgflh gvvigh wi12 0433	tifyhivgvk .gh	FL	33712	9999	020900	1		
108	FL002000003	43	1	sgflh vfmvez mlwtmzo 4012	tifyhivgvk .gh	FL	33712	9999	020900	1		

Figure 73: Geo Coded Addresses Report

1.1.9 Maintain Inventory

The **Maintain Inventory** tab allows users to view and alter the development, building, and unit information (see Figure 74).

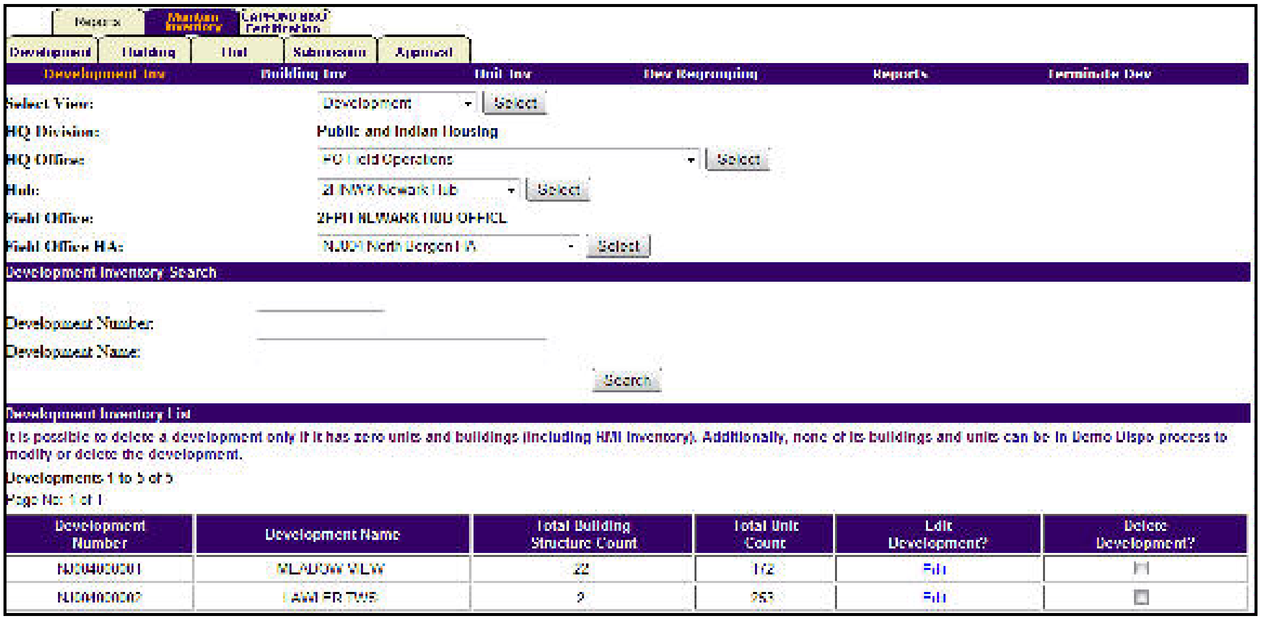


Figure 74: Maintain Inventory tab

The **Maintain Inventory** tab contains six sub tabs:

- **Development Inventory** sub tab allows users to modify development inventory for the selected PHA.
- **Building Inventory** sub tab allows users to modify building inventory for the selected PHA
- **Unit Inventory** sub tab allows users to modify unit inventory for the selected PHA
- **Development Regrouping** sub tab allows users to move the buildings from one development to another.
- **Reports** sub tab allows users to run the National Report.
- **Terminate Development** sub tab allows users to terminate developments when there are existing buildings and units associated with it.

The mentioned above sub tabs are described in detail below.

1.1.9.1 Development Inventory sub Tab

The **Development Inventory** sub tab (Figure 75) lists the details of the developments present for a selected PHA. This page allows users to view and edit development data. Users can also remove development from the inventory database if all the conditions pertaining to the removal are met. However, if any buildings or units assigned to the selected development are in the demo / dispo process, the user will not be able to edit any of the development data.

The development inventory listed in the page is reflected by the user selected options from the **Select View**, **HQ Division**, **Hub**, **Field Office** and **Field Office HA** lists.

1.1.9.1.1 Searching for a Development

The user can specify the number of the development in the **Development Number** box, and the name of the development in the **Development Name** box and click the **Search** button. The system will display the inventory information for that particular development number.

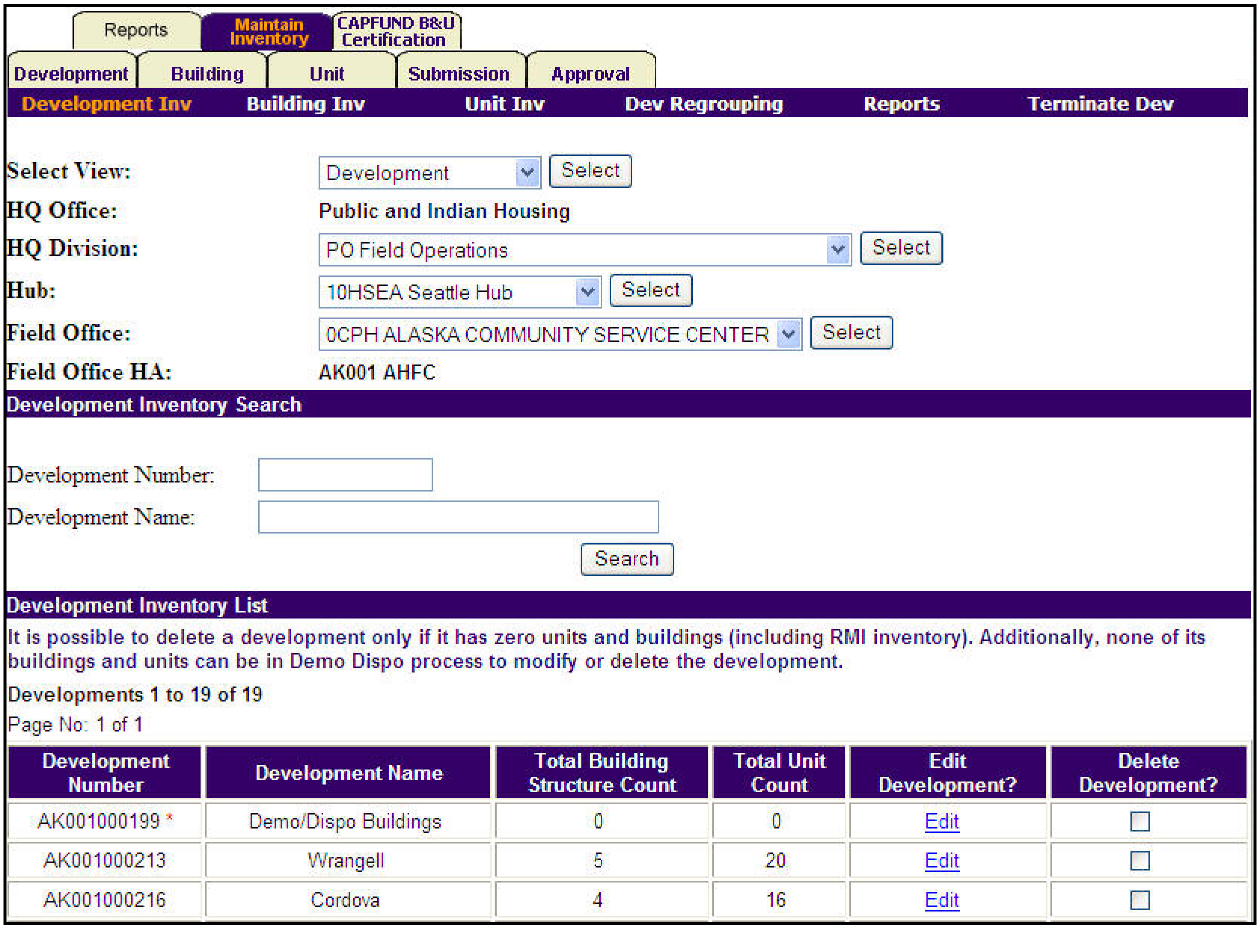


Figure 75: Development Inventory List

1.1.9.1.2 Editing a Development

The **Development Inventory List** section table contains the **Edit Development?** column. The **Edit Development?** column allows users to access the **Edit Development Number** section in the **Development Inventory** sub tab. This section allows users to change the number of an existing development. To access this section, the user must click the **Edit** link in the **Edit Development?** column for the development that the user wants to edit. Enter new **Development Number** and **Comments** in the respective text boxes and click **Save**. The asterisk designates a required option. Information in the empty option cannot be saved. The user can also click the **Cancel** button to undo any changes.

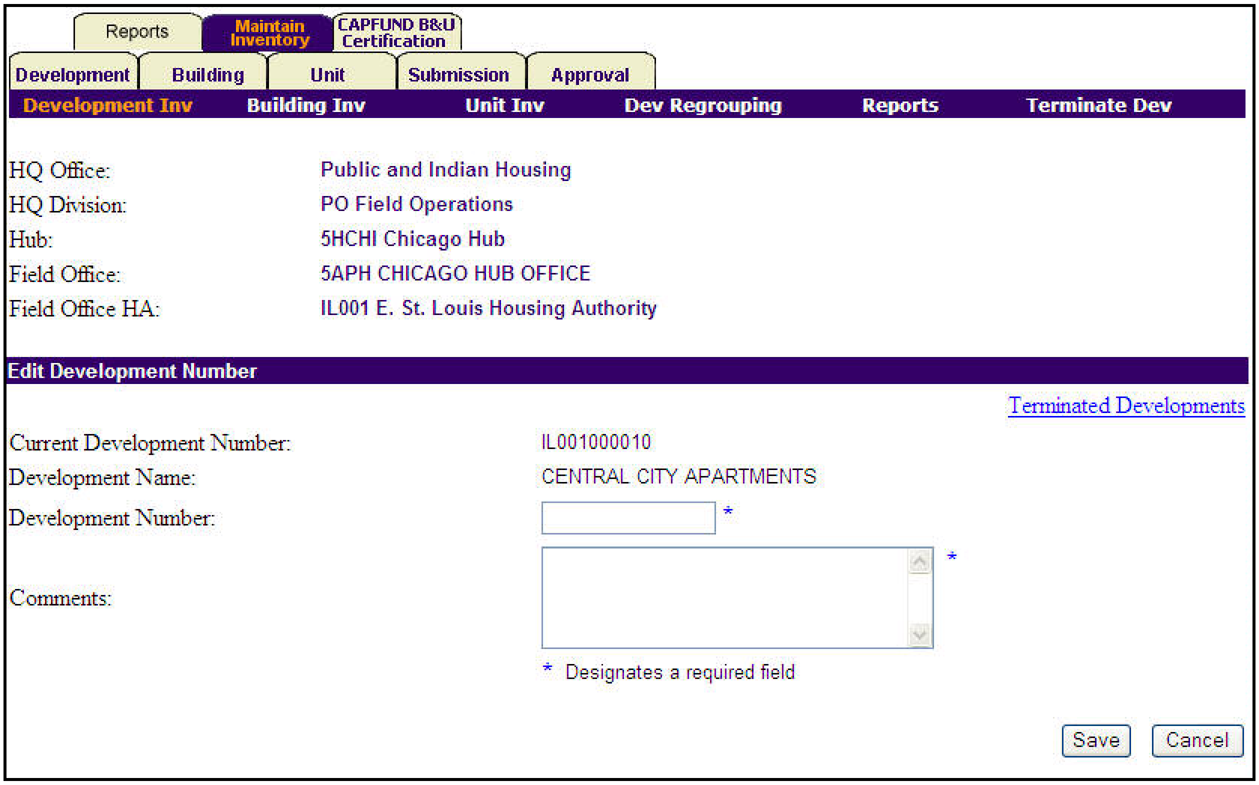


Figure 76: Edit Development Page

Note: the system won't allow a user to modify the development if any building and/or unit associated with that development is in Inventory Removals Application or in RMINOA process (Removed from Inventory without approval) process.

1.1.9.1.3 Deleting a Development

The **Development Inventory List** sub tab allows users to delete developments. To delete a development user should select the **Delete Development?** check box and click the **Delete** button. Upon clicking the **Delete** button, system will display the **Comments for deleting the developments** message. The user should enter the comments into the designated box and click the **Save** button. The asterisk indicates a required option. If there is no data entered for any of these options, the user will not be able to save the information.

When deleting a development, the user must ensure that there are no unit or building records associated with the development. Otherwise the program will not allow the user to delete the development record.

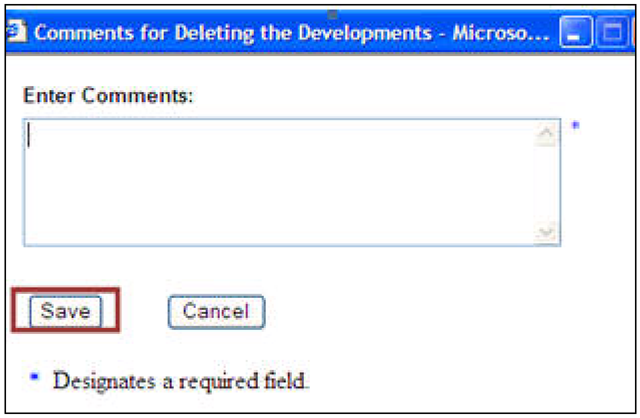


Figure 77: Comments Box

Note: the system won't allow to the user to delete a development if Inventory Removals or RMINOA (Removed from Inventory without approval) units and buildings are present in that development.

1.1.9.1.4 Terminated Developments

The **Terminated Developments** link on the **Edit Development Number** section allows the user to run a report that provides the list of developments which were removed from the PHA's inventory.

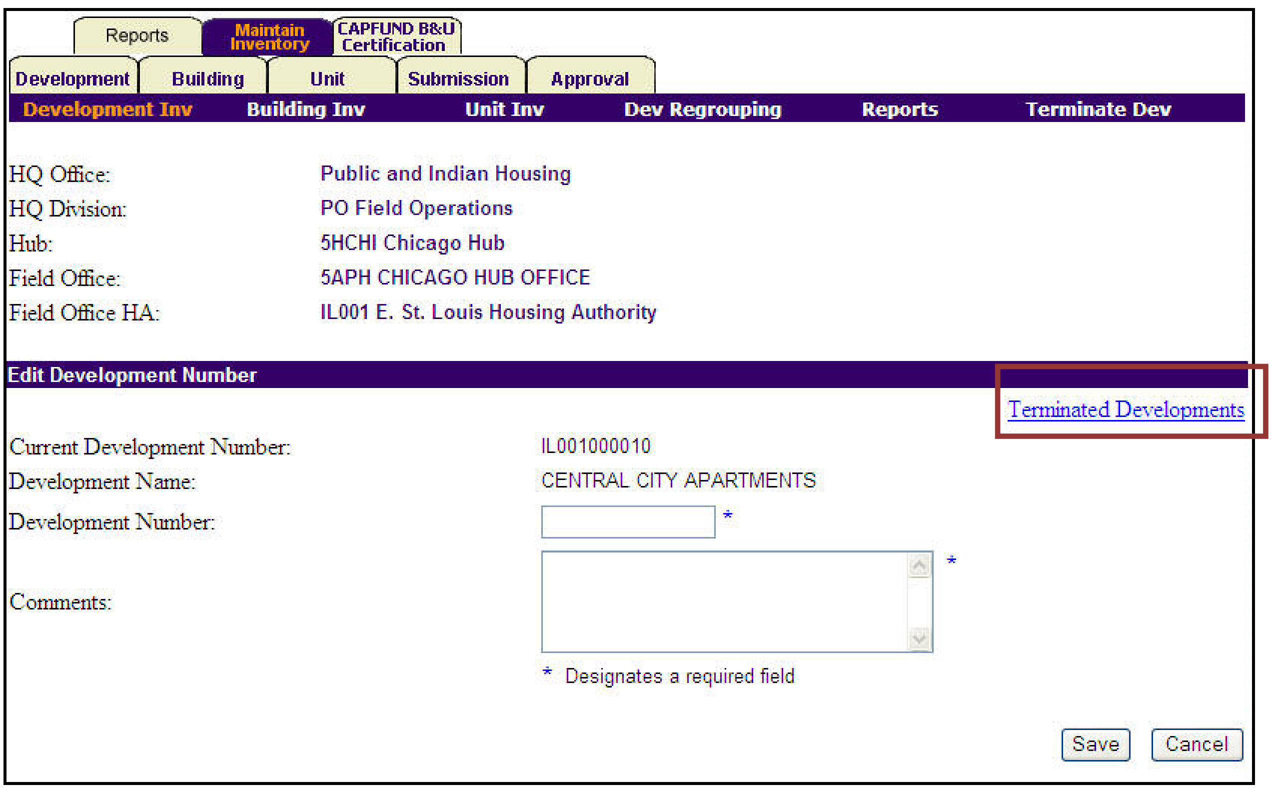


Figure 78: Terminated Developments link

Upon clicking the **Terminated Developments** link the report (see Figure 79) will be displayed.

TERMINATED DEVELOPMENTS
As of 9/14/2009

Hub : 4HJAC Jacksonville Hub
Field Office : 4HPH JACKSONVILLE HUB OFFICE
Field Office HA : FL001 Jacksonville

Developments : 1 to 20 of 42
Page No: 1 of 3

Page: 1 2 3 Next

List of Terminated Developments		
Development Number	**Development Name**	**Termination Date**
FL001001	BZOWNGQOW ASFI	04/14/2008
FL001001A	BZOWNGQOW ASFI	04/14/2008
FL001002	AMNNMT J AGCVSSII ETGYJ	06/30/1994
FL001003	AMNNMT J AGCVSSII FGZX	04/13/1993
FL001004	KLXSGBYVKMF XRUYBUT	08/27/1997
FL001006	KLXSGBYVKMF XRUYBUT DEEF	08/27/1997
FL001007	AKGSWSDBJMGV JSKLA	04/14/2008
FL001008	BKZETRD	04/14/2008
FL001009	AKGSWSDBJMGV JSKLA	04/14/2008

Figure 79: Terminated Developments report

Users can download the report in form of an Excel spreadsheet by clicking the **Download in Excel** button. The report can also be printed by clicking the **Print**button.

1.1.9.2 Building Inventory sub Tab

The **Building Inventory** sub tab lists the details of the buildings associated with a specific development that the user can select in the **Physical Development** list (see Figure 80). Users can edit or delete buildings using this sub tab. However, if any units assigned to the selected building are in the demo / dispo process, the user will not be able to edit any of the building data.

The building inventory information listed in the page is determined by the options selected by the user from the **Select View**, **HQ Division**, **Hub**, **Field Office**, **Filed Office HA**, and **Physical Development** lists.

Mid section of the page allows user to search within the development by entering the building or entrance number in the **Building Number** box and the **Building Entrance Number** box, and then clicking **Search** button (see Figure 80).

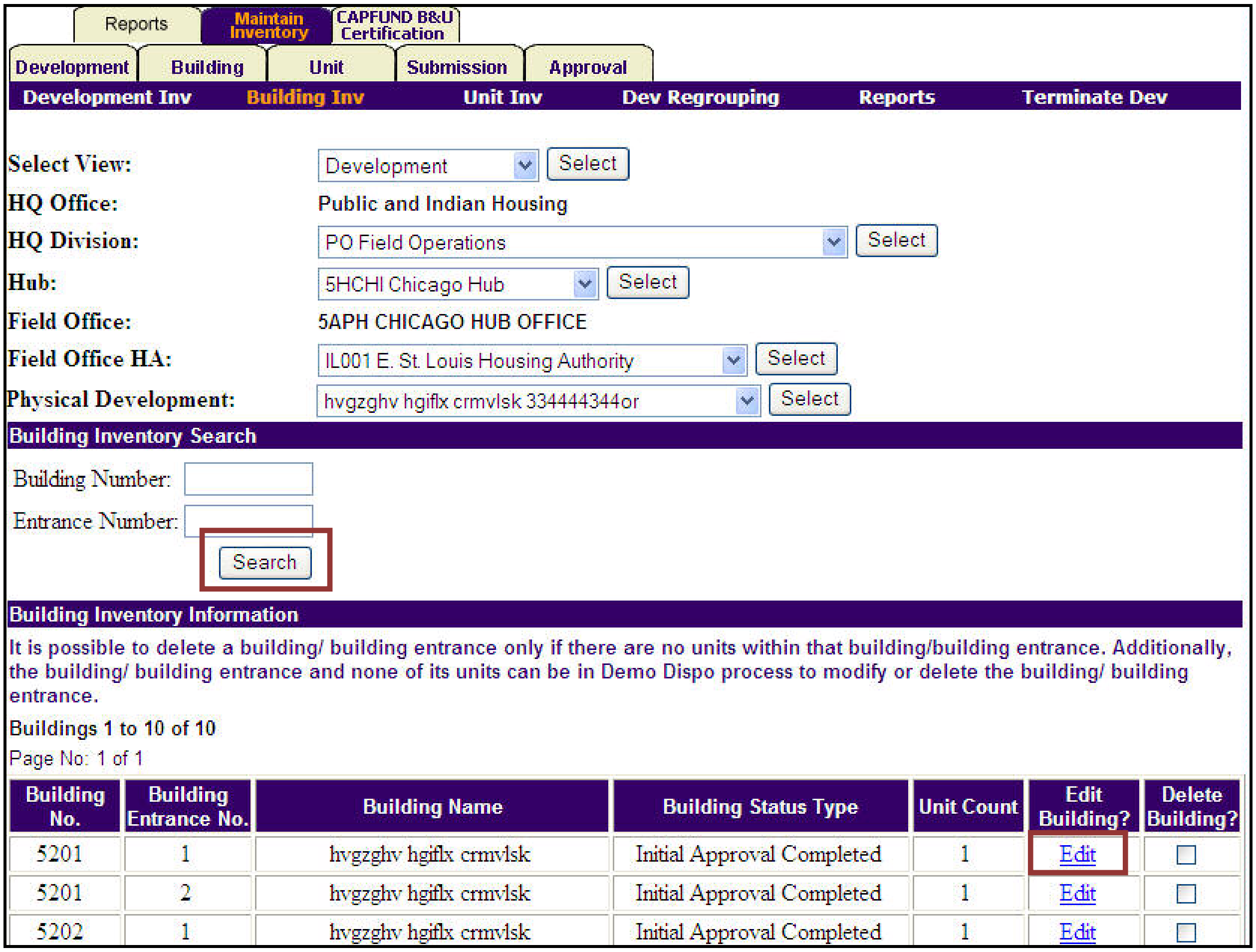


Figure 80: Building Inventory List Page

1.1.9.2.1 Editing Building Information

The user can change the information about any particular building. If the user clicks the **Edit** link in the **Edit Building?** column. The **Edit Building and Entrance Number** section is displayed (see Figure 81). The user can change the number in the **Building Number** and **Building Entrance Number** boxes, and provide comments explaining the change in the **Comments** box. All three options are required and have to be filled by the user. When finished entering data, click **Save**. The changes made will be effective immediately.

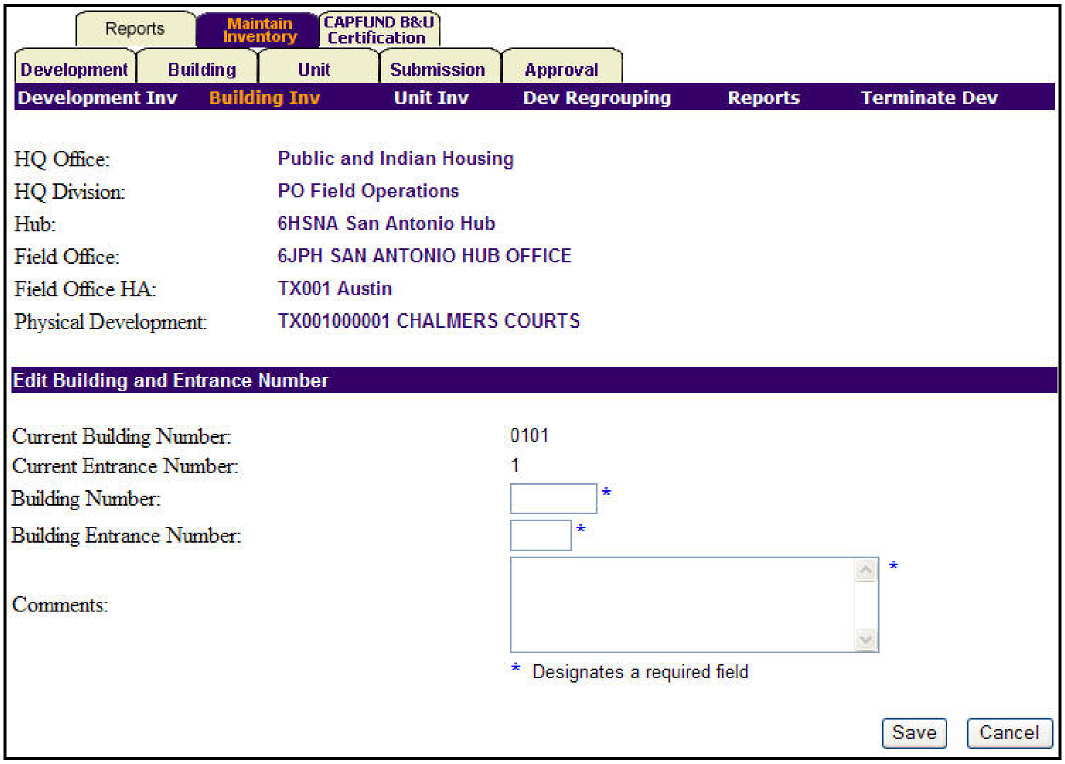


Figure 81: Edit Building and Entrance number page

1.1.9.2.2 Delete Building

The user can delete any building using the **Delete Building?** functionality. To delete a building, the user must select the check box in the**Delete Building?** column and then click the **Delete** button. Before deleting the building the user must ensure that there are no unit records associated with the building. The user can click the **Delete** button to delete the building. The program displays the Comments for Deleting the Building window prompting the user to enter appropriate explanation for deleting the building record. After the user enters all the appropriate comments, the user can click **Save** (see Figure 83). The asterisk indicates a required option. If there is no data entered for any of these options, user will not be able to save the information.

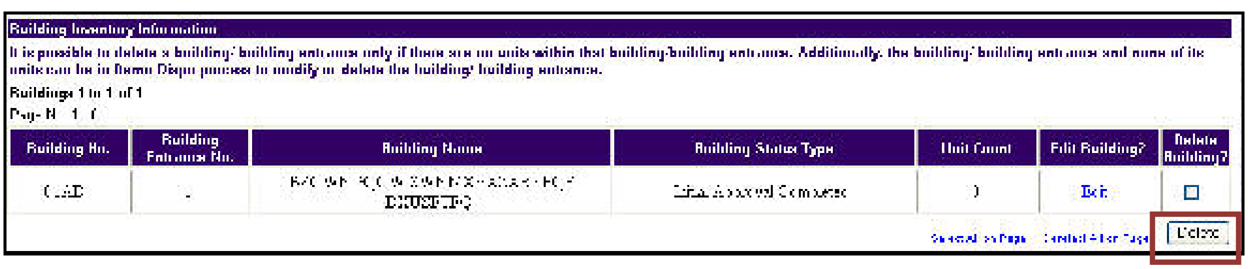


Figure 82: Delete Building

Figure 83: The Comments Box

Note*:* To delete a building, the unit count should be zero.

1.1.9.3 Unit Inventory sub Tab

The **Unit Inventory** sub tab lists the details of the units for a specific development selected in the **Physical Development** list (see Figure 84). It also allows users to edit unit data. However, if any of the units are in the Inventory Removals process, the user will not be able to edit any data for those units. This page also enables users to view the information for other developments in the HAs permitted by user security access role.

The unit inventory information listed in the page is determined by the user selected options from the **Select View**, **HQ Division**, **Hub**, **Field Office**, **Field Office HA**, and **Physical Development** lists.

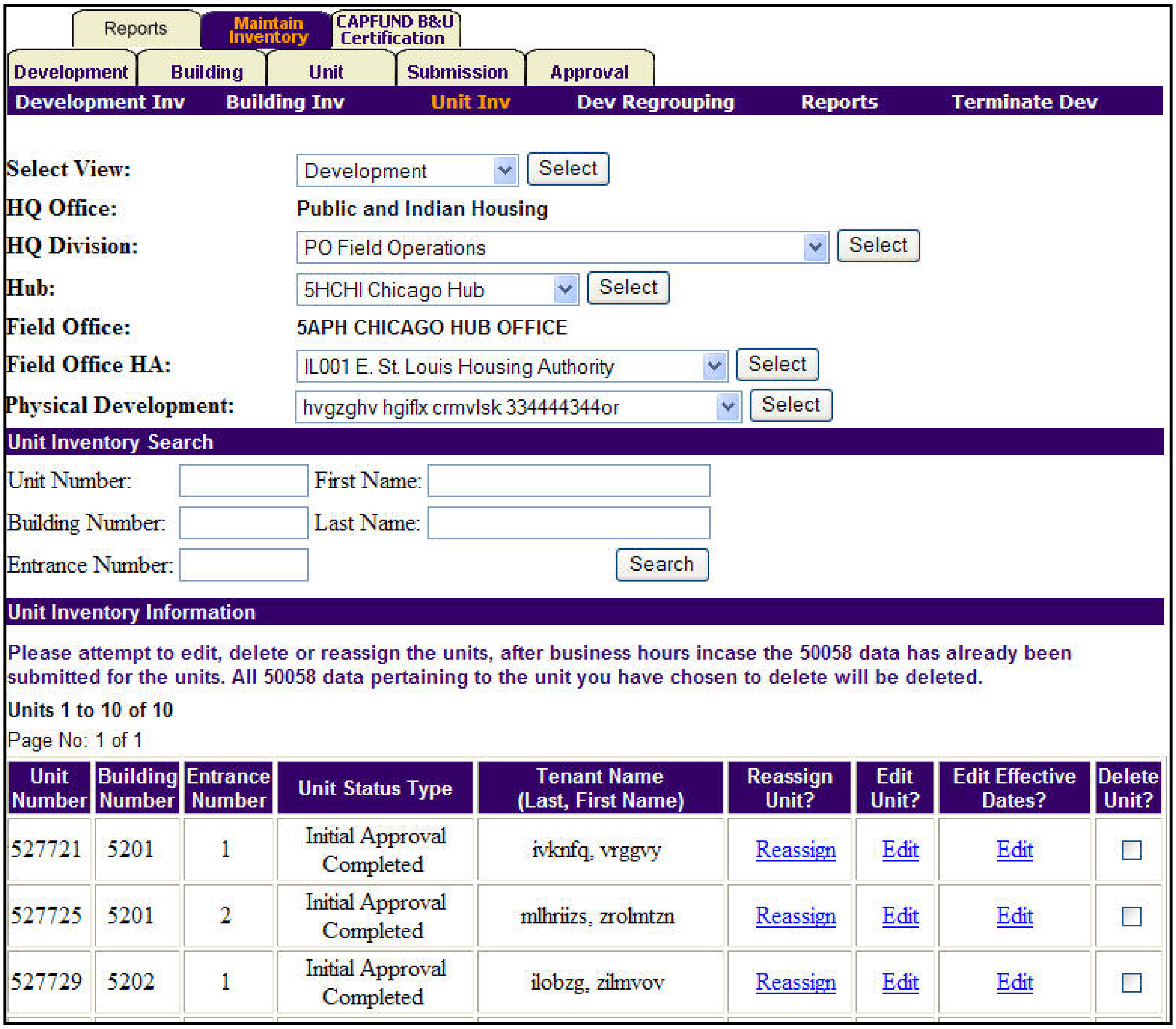


Figure 84: Unit Inventory sub tab

1.1.9.3.1 Unit Inventory Search

The program can display all unit records associated with the development, or users can run a search and display only unit(s) that matched the search criteria. Users can search the inventory by **Unit Number**, **Building Number**, **Entrance Number**, **First Name** or **Last Name** of the tenant inhabiting the unit. The **Unit Inventory Search** section of the **Unit Inventory** sub tab provides these options. After entering the data, the user should click **Search** button to run the search (see Figure 85).

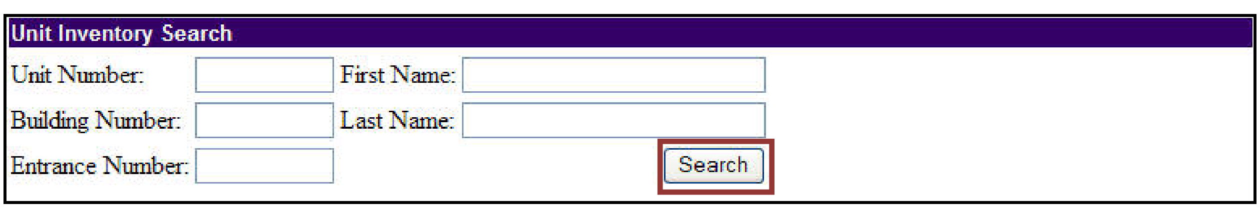


Figure 85: Unit Inventory Search

1.1.9.3.2 Reassign Units

The user can reassign a particular unit to a different development. To reassign a unit, the user needs to select the desired unit number and click the **Reassign** link in the **Reassign Unit?** column. The system will display the **Reassign Unit to different Building and Entrance Number** section. User should select the desired building, enter comments and click **Save** (see Figure 87). The asterisk indicates a required option. If there is no data entered for any of these options, user will not be able to save the information.

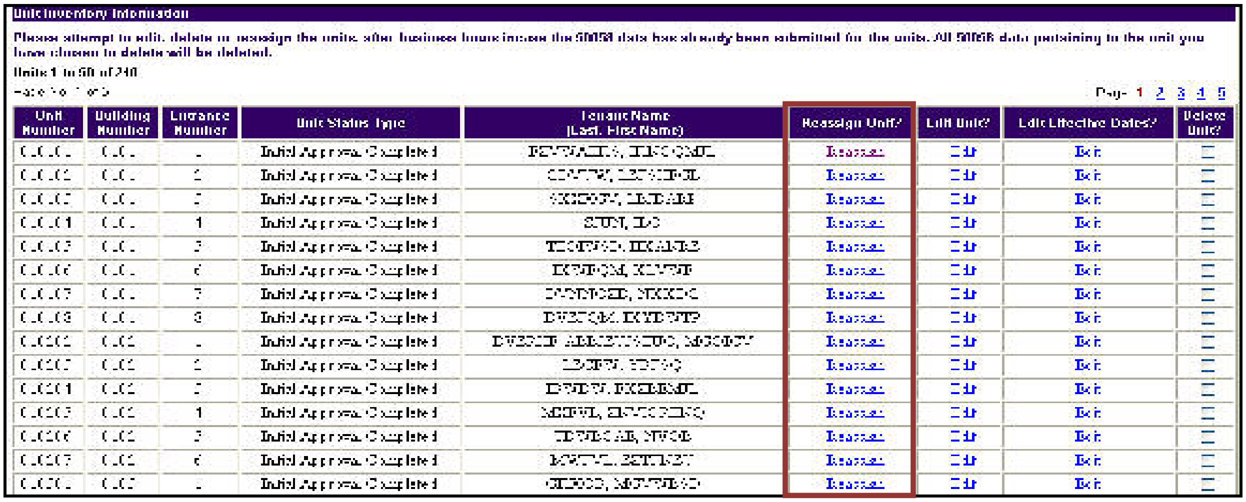


Figure 86: Reassign Unit? column

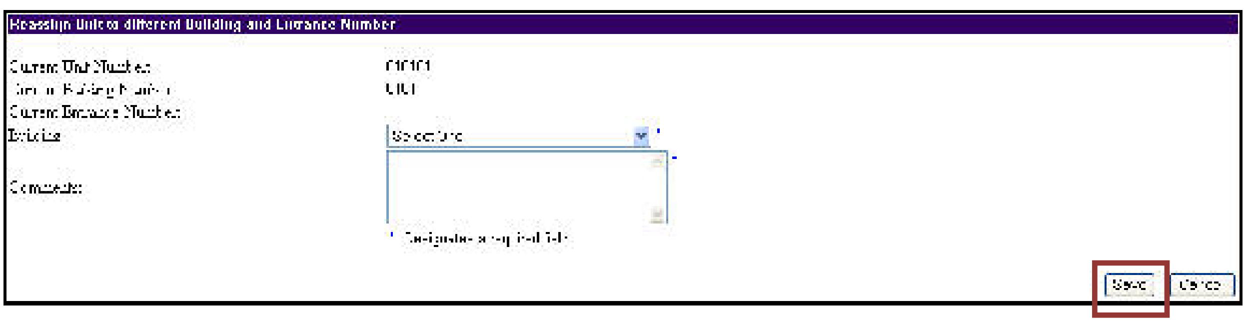


Figure 87: Reassign unit to different building and entrance number section

1.1.9.3.3 Edit a Unit

Users can edit unit information. Upon clicking the **Edit** link for the desired unit in the **Edit Unit?** column, the **Edit Unit Number** section will be displayed (see Figure 88) allowing to change the unit number. User should type new number in the **Unit Number** box, enter comments in the**Comments** box, and click **Save**. The asterisk indicates a required option. If there is no data entered for any of these options, user will not be able to save the information.

Figure 88: Edit Unit Number section

1.1.9.3.4 Edit Effective Date

Users can edit effective date information for a particular unit in the system. To edit effective dates, the user must click the **Edit** link for the desired unit in the **Edit Effective Dates?** column. The **Unit Information** section and the **Unit Data Type Change** section will be displayed (see Figure 89) allowing user to edit the dates in the **Effective Date of Change** column. Once the user clicks the date that must be changed in the **Effective Date of Change** column, the program displays the Effective Dates Comments window. This window contains the **Effective Date** box and the **Enter Comments** box. After entering the dates and explanatory comments, the user can click **Save**(see Figure 90).The asterisk indicates a required option. If there is no data entered for any of these options, user will not be able to save the information.

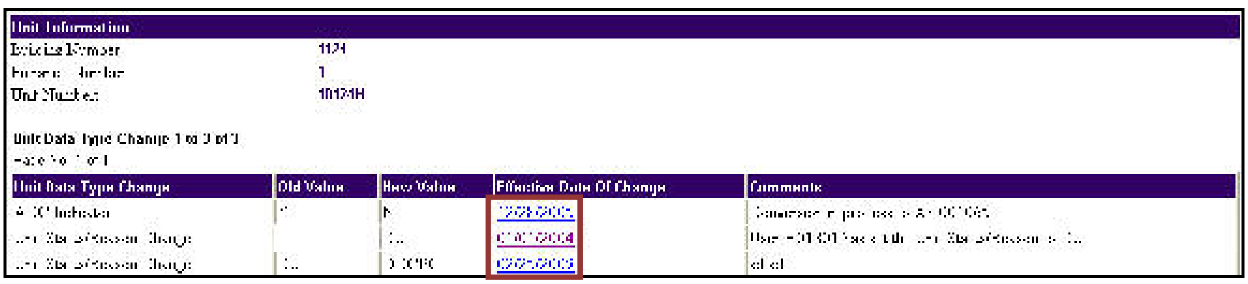


Figure 89: Unit Information Page

Figure 90: Comments Box

1.1.9.3.5 Delete a Unit

Users can delete vacant units from the system. To delete a unit, the user needs to select a check box next to the unit that needs to be deleted on the **Unit Inventory Information** section and click the **Delete** button at the bottom-right corner of the page. The system will display the Comments for Deleting the Unit window for the user to provide explanatory comments. The user should enter the comments in the Enter **Comments** box and click **Save**. The asterisk indicates a required option. If there is no data entered for any of these options, user will not be able to save the information. After clicking **Save**, the system will refresh and display the **Unit Inventory** sub tab.

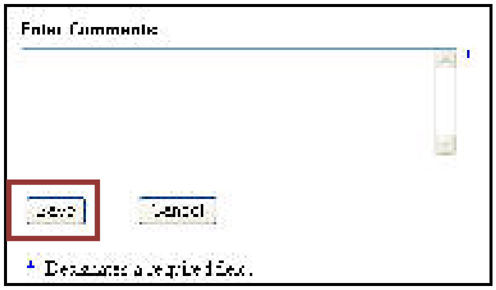
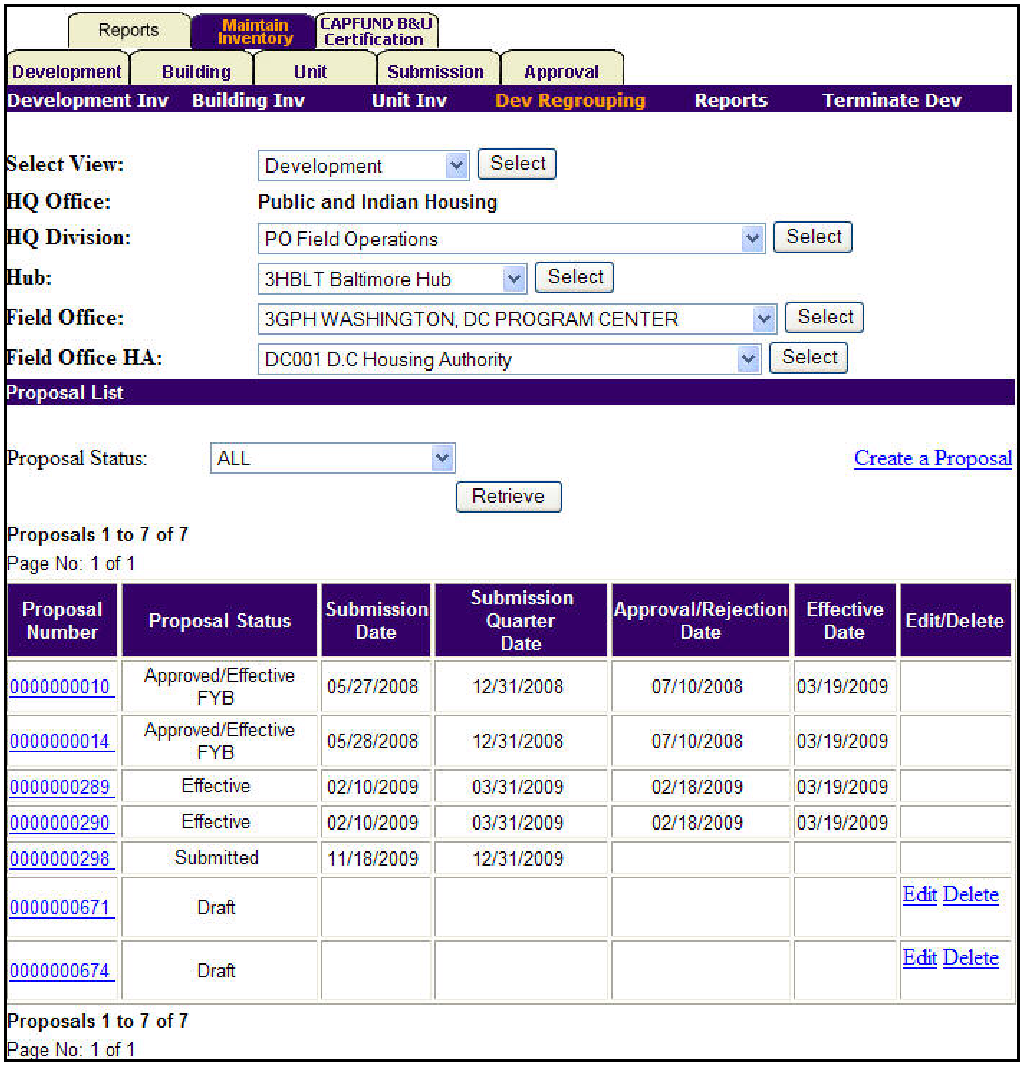


Figure 91: Enter Comments box

Note: Only vacant unit can be deleted using this functionality.

1.1.9.4 Development Regrouping sub Tab

The **Development Regrouping** sub tab allows users to move buildings from one development to another. The **Proposal List** section lists the information regarding the development regrouping proposals. In order to perform the regrouping, the user needs to create a proposal by clicking the **Create Proposal** link on the **Development Regrouping** sub tab (see Figure 92). Proposals can be filtered based on the proposal status (see Figure 93).



Proposal Number	Proposal Status	Submission Date	Submission Quarter Date	Approval/Rejection Date	Effective Date	Edit/Delete
0000000010	Approved/Effective FYB	05/27/2008	12/31/2008	07/10/2008	03/19/2009	
0000000014	Approved/Effective FYB	05/28/2008	12/31/2008	07/10/2008	03/19/2009	
0000000289	Effective	02/10/2009	03/31/2009	02/18/2009	03/19/2009	
0000000290	Effective	02/10/2009	03/31/2009	02/18/2009	03/19/2009	
0000000298	Submitted	11/18/2009	12/31/2009			
0000000671	Draft					Edit Delete
0000000674	Draft					Edit Delete

Figure 92: Development Regrouping sub tab

A particular proposal can be retrieved based on current status. The options in the **Proposal Status** list inclde **All**, **Approved/Effective FYB**, **Draft**, **Effective**, **Rejected**, and **Submitted**.

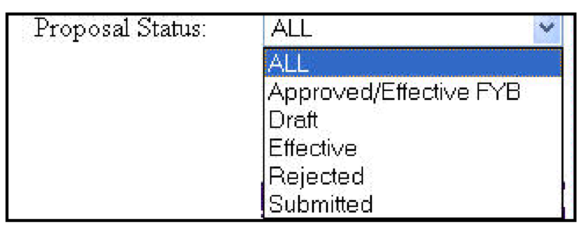


Figure 93: Options in the Proposal Status list

1.1.9.4.1 Editing a Proposal

Users can modify existing proposal by clicking the **Edit** link in the**Edit / Delete** column in the **Proposal List** section corresponding to the desired proposal number. When a user clicks on the link, the system opens a new page where the user can edit the information and can submit it.

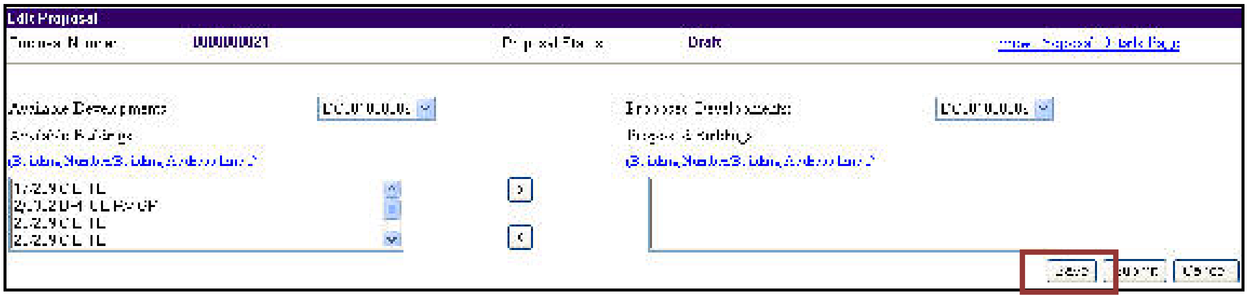


Figure 94: Edit Proposal section

1.1.9.4.2 Deleting a Proposal

The application allows the user to delete an existing proposal by clicking on the **Delete** link in the **Edit / Delete** column in the **Proposal List** section corresponding to the desired proposal number. When the user clicks on the link, the system displays the following warning message: "The proposal will be deleted. Do you want to continue?" prompting the user to click the **Ok** or **Cancel** button.

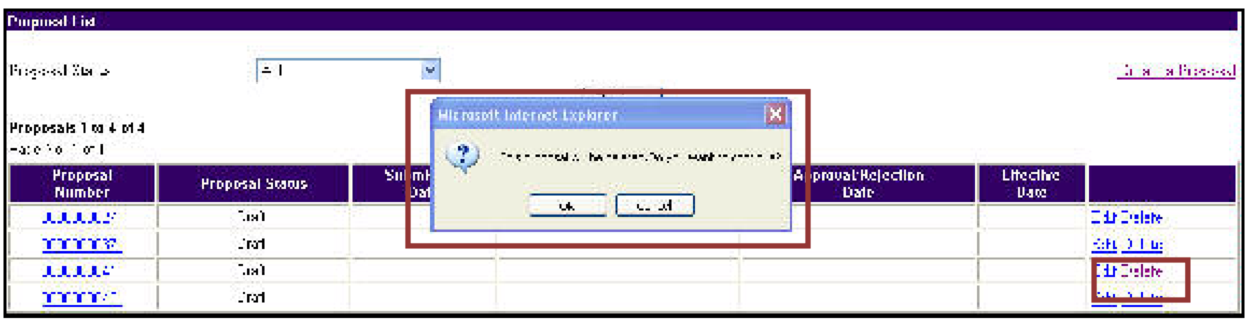


Figure 95: System displaying warning message

1.1.9.4.3 Creating a Proposal

To create a proposal, the user must click the **Create Proposal** link in the**Development Regrouping** sub tab. The system displays the following warning message: “A Proposal will be created. Do you want to continue?” if the user clicks the **Ok** button, the systems will display a new page where user can create a proposal. If the user clicks **Cancel**, the proposal will not be created.

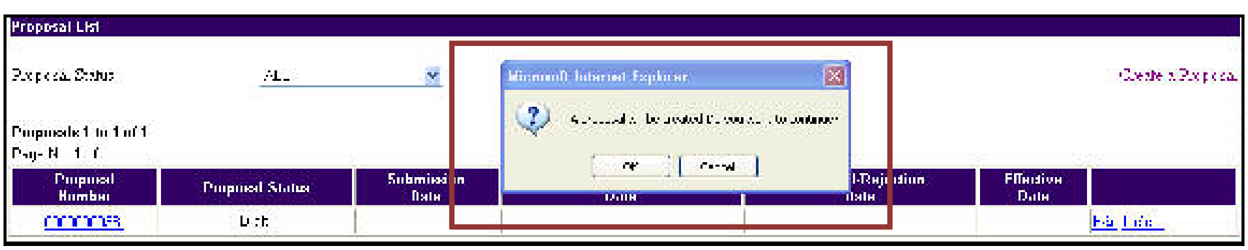


Figure 96: System displaying a warning message when the user attempts to create a proposal

The new page displays the **Available Developments**, **Proposed Developments** lists, and **Available Buildings** and **Proposed Buildings** boxes, and the **Save** and **Cancel** button.

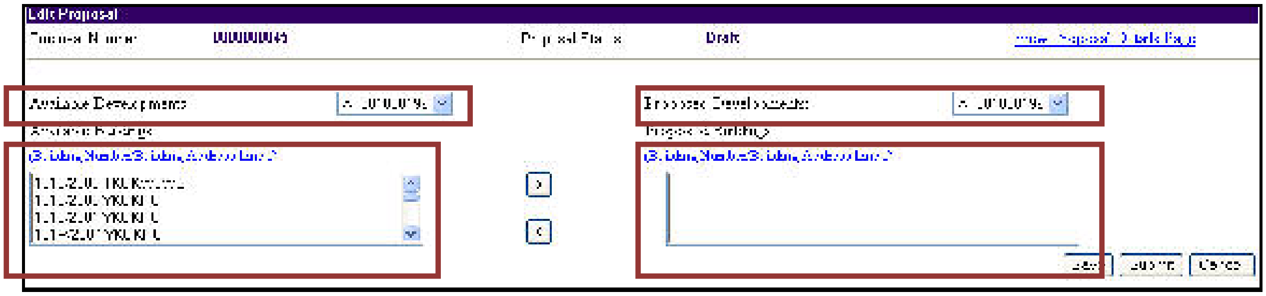


Figure 97: Creating a proposal

When a user selects one development from the **Available Developments** list, the program refreshes the page and displays the buildings associated with the selected development in the **Available Buildings** box.

When a user selects the desired buildings from the **Available Buildings** box and clicks the > button, the system displays the selected building in the **Proposed Buildings** box. The user must save the proposal beforesubmitting it . To save the proposal, the user must click **Save**. To submit the proposal, the user must click **Submit**. Once the proposal is submitted, the system displays the following message: "The proposal has been submitted successfully". To complete creating and submitting the proposal, the user must click the **Done** button. When user clicks **Done**, the system refreshes the page and displays the **Dev Regrouping** sub tab. The nightly batch will run every night and regroup the submitted proposals.

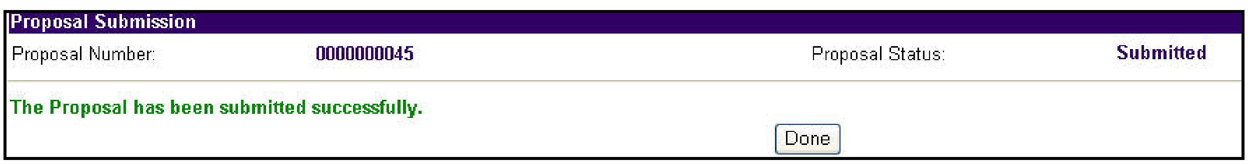


Figure 98: Proposal submitted successfully

1.1.9.5 Reports sub Tab

The **Reports** sub tab allows user to retrieve the PHA Configuration Change Request Report on a National level only, but results can be narrowed down by the status of the development regrouping proposals using the **Proposal Status** list (see Figure 99). In order to retrieve the report, the user should select the desired **Proposal Status**, **Number of rows to display**, and click the **Generate Report** button. A report will be displayed in the separate screen.

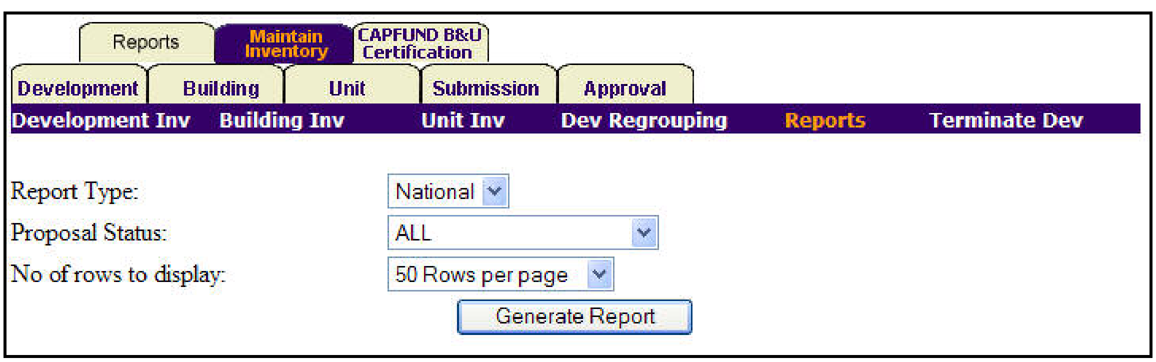


Figure 99: Reports tab

1.1.9.6 Terminate Development sub Tab

The **Terminate Development** sub tab allows a user to terminate a development. The development to be terminated should not have active buildings or units (except in 'RMI' status) associated with it. The development that is eligible for removal will have a check box in the**Terminate Develop ment?** column. When terminating a development, the user must enter the appropriate date of termination in the **MM/DD/YYYY** box in the **ACC Amendment Date?** column. To terminate a development, click **Terminate** (see Figure 100).

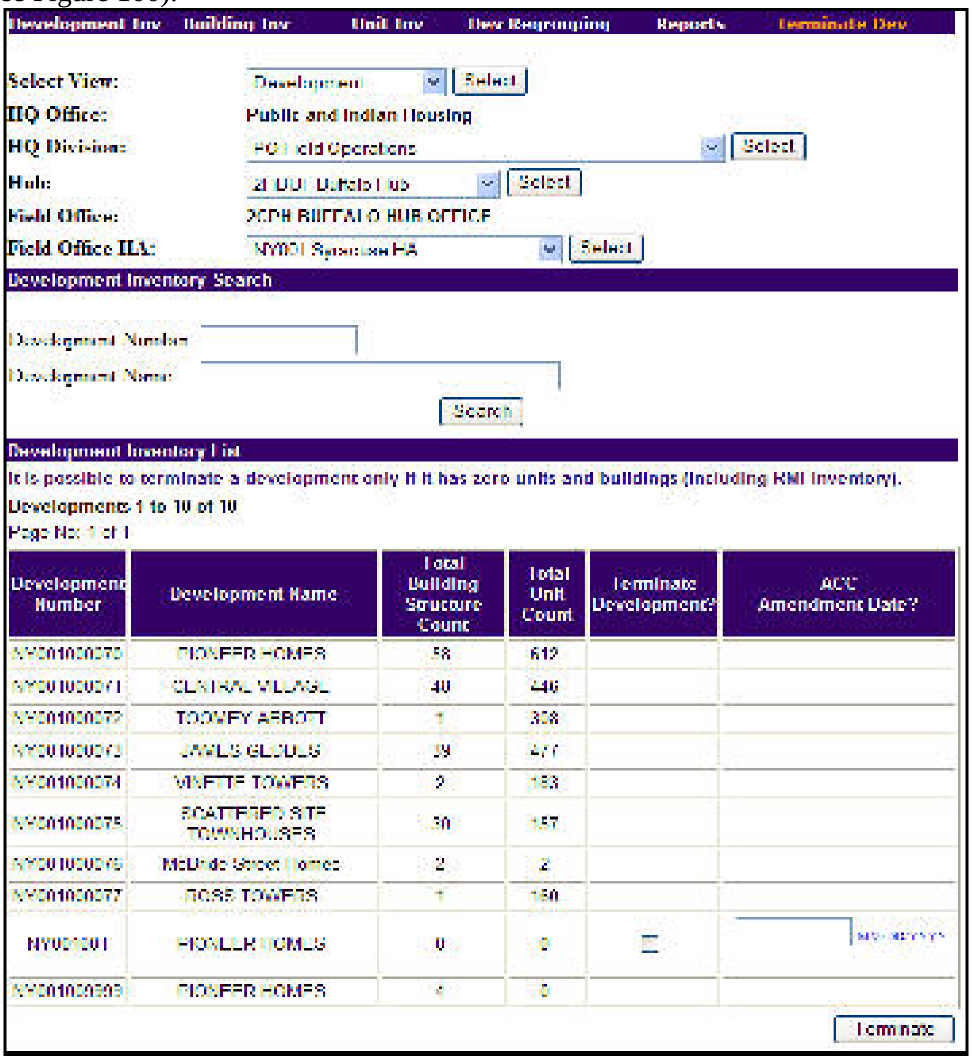


Figure 100: Terminate Development

1.1.10 CAPFUND B&U Certification Tab

The CAPFUND B&U Certification tab (see Figure 101) allows PHA users to verify the capital funding data and submit the capital funding certification.

The data certification process proceeds as follows:

1. PHA reviews the data for inaccuracies.
2. PHA corrects any data inaccuracies which it is able to correct.

3. PHA certifies all of the developments that have accurate data.
4. PHA provides Help ticket number which reports the data inaccuracy for correction by HUD and marks the developments for which it cannot correct inaccurate PIC data as “rejected.”

Once all of the PHA’s developments have been either marked “certified” or “rejected,” the PHA submits the certification.

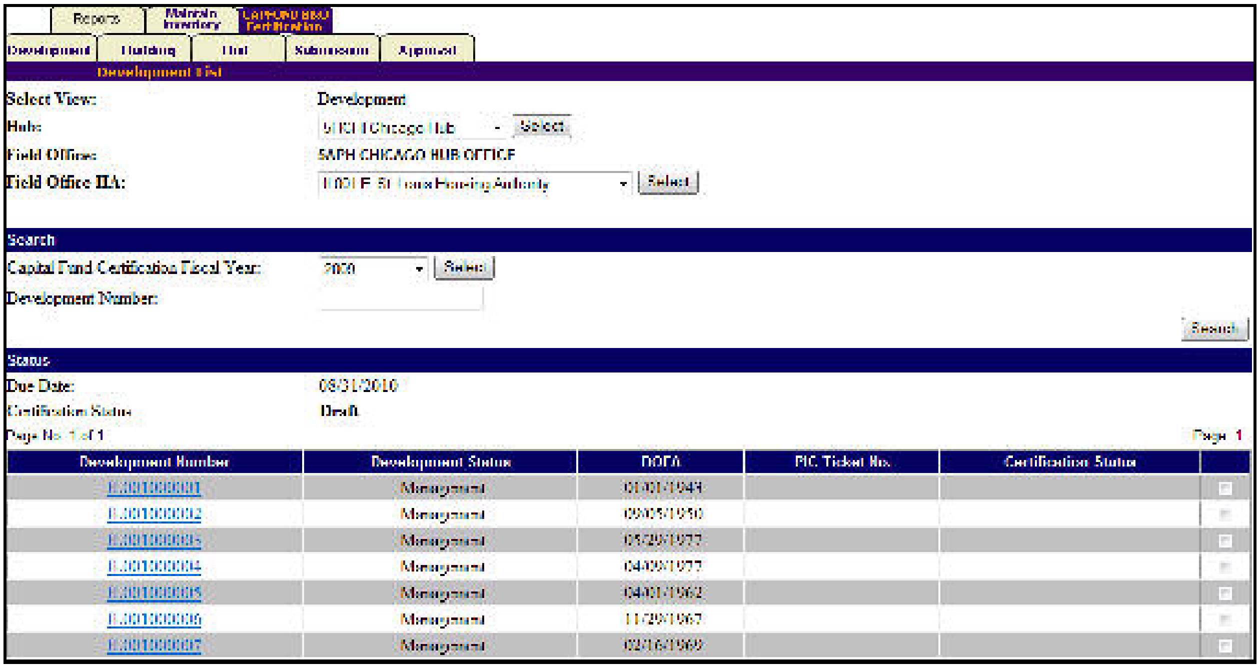


Figure 101: CAPFUND B&U Certification tab

The Capital Fund Data Certification pages (the Capital Fund Building and Unit Data Certification tab page and the Development Details page) in PIC display the state of a PHA’s inventory as of the reporting date established by the Office of Public and Indian Housing (PIH). PIH normally sets the reporting date at September 30 of the previous Federal Fiscal Year (e.g. 9/30/2009).

To certify developments, the user must select the check boxes for every development and either click **Certify** or **Reject**. To reject a development, the user must have a PIC Help desk ticket number. To enter a PIC Help desk ticket number, the user must click the development number and enter the PIC Help desk ticket number on the development details page. Then, the user may enter comments and click **Save** to save the updates. The user can also click the **Reset Development Status** button to clear the certification status selection.

After completing all the development certifications, the user must click **Submit** to complete the Capital Fund Certification process.

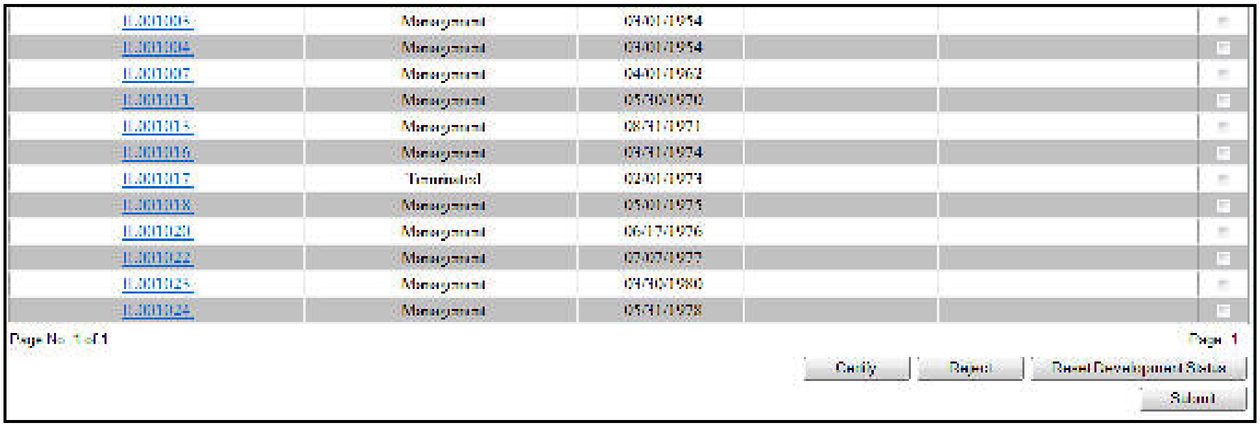


Figure 102: CAPFUND B&U Certification tab

The Data Certification pages display data that is stored elsewhere in PIC (usually accessible from the **Development** or **Inventory Removals** sub modules of the **Housing Inventory** module. Therefore, PHAs cannot correct erroneous information on the Capital Fund Data Certification pages themselves. Thus, PHAs must navigate to the location where PIC stores the source information that the Capital Fund Data Certification pages display in order to make corrections to erroneous data. Certain changes must undergo HUD Field Office review and approval process for the changes to take effect.

Once data is changed or corrected in PIC outside of the Capital Fund Data Certification pages, there will be a one day lag from the time the correction is finalized before the Capital Fund Data Certification pages display the corrected data. Users have to be assigned the appropriate access rights to access the Capital Fund Data Certification pages.

1.1.10.1 Development List sub Tab

The **Development List** sub tab allows users to select a PHA and view the list of developments associated with this PHA (see Figure 103).

When a user selects a PHA, the **Search** section of the page allows the user to select the certification fiscal year and click **Select** to select development data for that certification year. If the PHA has a long list of developments, than the user can enter a development number in the **Development Number** box and click **Search**. The program will only display the development number that was indicated in the **Development Number** box.

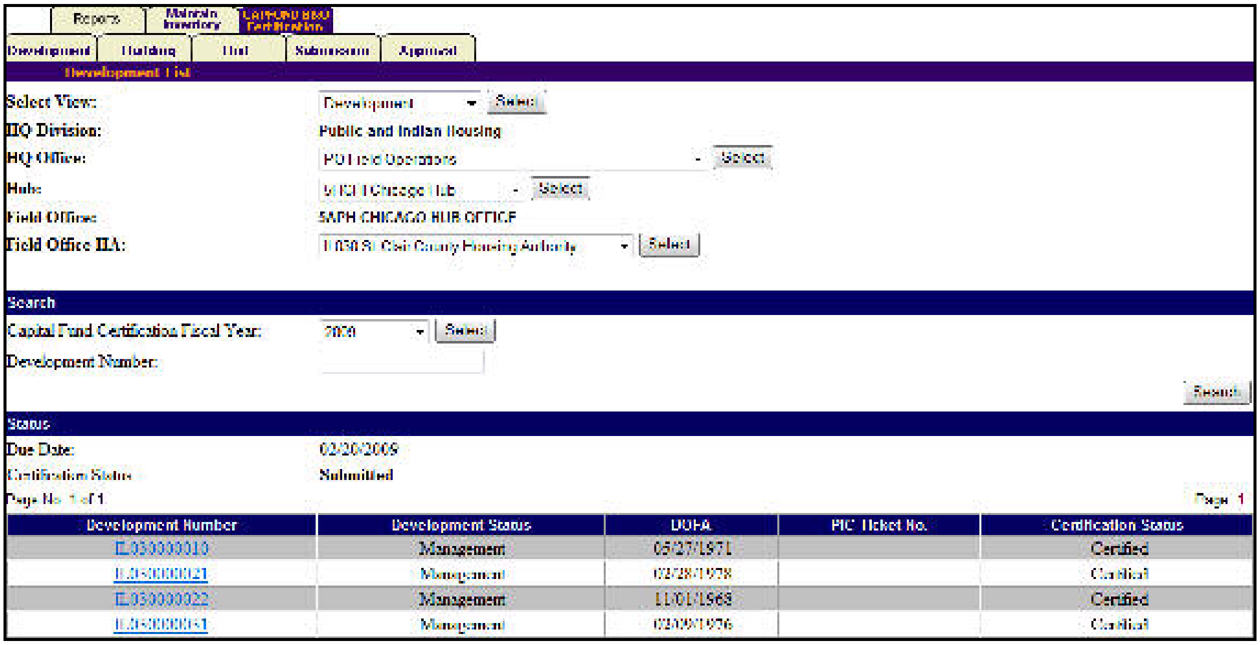


Figure 103: Development List sub tab

First, a PHA should check whether the list of developments is complete and accurate. If a PHA has added a new development that has reached Date of Full Availability (DOFA) prior to the CAPFUND Certification date, and the development is not displayed in the list, the user must navigate to the Development Profile page for the missing development and validate that the **DOFA Date Actual** data element has the correct DOFA date listed. If it does not, the PHA can work with the local PIH Field Office staff to correct or approve the DOFA date (DOFA dates are not effective until approved by appropriate Field Office staff). If a development reaches DOFA after the date the CAPFUND Certification is due, it should not be displayed in the list of developments (if it does, then the DOFA date is wrong because the system does not include the developments with DOFA dates after the CAPFUND Certification must be submitted since they do not qualify for the certification). If the list includes a development that reached DOFA after the reporting date, follow the same course of action to correct the DOFA date. The PIC system lists DOFA dates in the **Development** sub module under the **Housing Inventory** module on the **Development** tab.

In addition to checking DOFA dates, PHAs must also check removal from inventory (RMI) status. Units that have been removed from inventory (have RMI action/closing dates) that are more than 11 years prior to the reporting date will not be considered for Replacement Housing Factor funding in the Capital Fund formula, therefore any developments that were entirely removed more than 11 years prior to the reporting date will not display on the list of developments. If a development that was entirely removed more than 11 years prior to the reporting date is listed, the PHA must work with appropriate Field Office staff to enter or correct the RMI action/closing dates to properly mark all of the units in the development as removed. If the RMI action/closing date is within the 11 year timeframe but is inaccurate, this also potentially affects the Capital Fund formula and needs to be corrected. The PIC system lists RMI action/closing dates in the **Inventory Removals** sub module of the **Housing Inventory** module.

1.1.10.1.1 Development Details Page

The Development Details page of the **Development List** sub tab displays the detailed data for the selected development drawn from the **Development** tab of the **Development** sub module (see Figure 104). To access this page, the user must click any development number on the **Development List** sub tab. The development numbers are displayed as links and allow users to access development details.

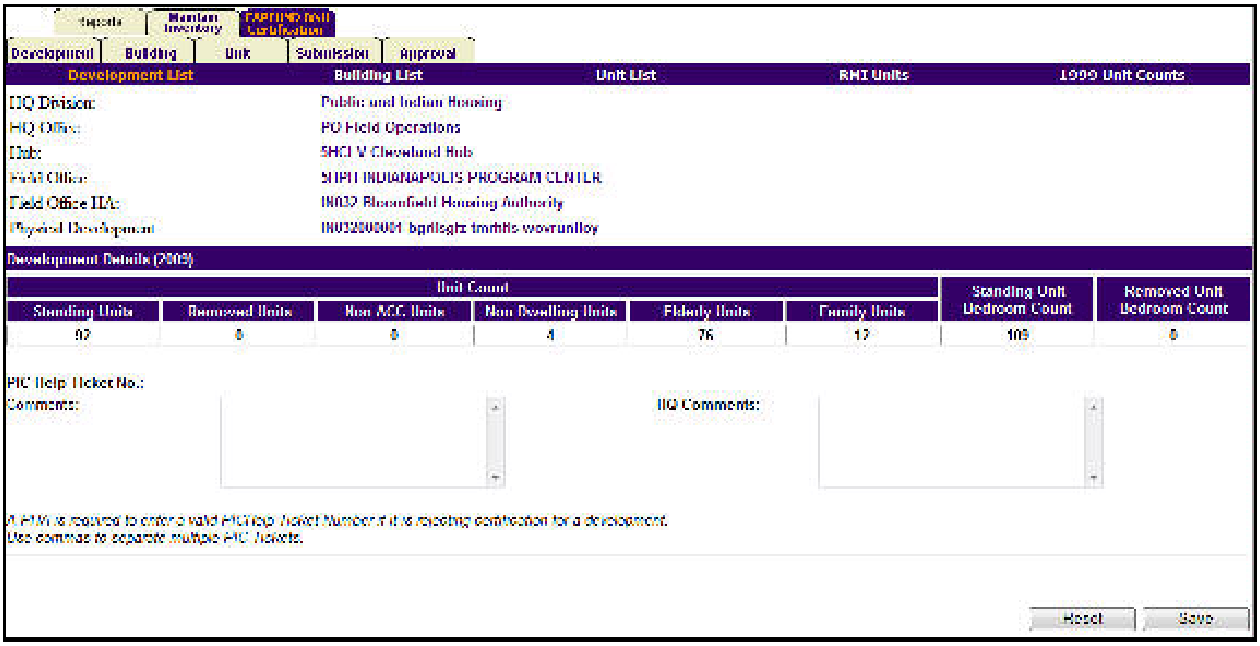


Figure 104: Development Details page

The Development details page displays the unit counts for the development, PIC Help desk ticket number (if applicable), and comment from PHA users and Field Office users.

The Development Details page contains the essential data related to the development that HUD uses to calculate the Capital Fund formula:

Standing units – standing units are the number of units in the development as of the reporting date that have not been removed from the inventory of the development.

Removed units– removed units are units in the development that have an approved action date/closing date for the removal that is on or before the reporting date.

Non ACC Units – non-ACC units are units that are not included under the public housing annual contributions contract between HUD and the PHA. Usually these units are market rate or non public housing units in mixed finance developments. (Note that demolished/disposed units are still ACC units even though they are no longer in the inventory – they retain the status that they had when they were removed from the inventory.) Units that are marked as non-ACC units, will not be included in the Capital Fund formula.

Non-Dwelling Units- non- dwelling units include both merged units and non-dwelling buildings in the development. Non-dwelling units will not be included in the Capital Fund formula.

Elderly Units is the number of units designated with the unit designation of elderly unit in the Development sub module.

Family Units is the number of units designated with the unit designation of family unit in the Development sub module.

The Elderly and Family units columns will not be displayed from the 2011 CAPFund certification period.

Standing Unit Bedroom Count is the total number of bedrooms in the standing units.

Removed Unit Bedroom Count is the total number of bedrooms that were in the removed units prior to their removal.

An error in any of the above data elements will affect the calculation of the Capital Fund formula.

There are three navigation links that take the user to different PIC pages for the development that display the source data used to display the data on the Development Details page to facilitate further investigation of the source data. The **Building List**, **Unit List**, and **RMI Units** sub tabs allow users to view the respective information. The navigation links are located on the dark blue navigation bar underneath the tabs at the top of the page.

To save the development details, the user must click **Save**.

1.1.10.1.2 Correcting Incorrect Development Data

If the data displayed on the Development Details page for a development is incorrect, a PHA must take steps to correct the inaccurate data prior to certifying to the accuracy of the data for that development on the Capital Fund Building and Unit Data Certification tab. In this instance, a PHA would follow the normal procedures for changing the source data in PIC. Some corrections will require coordination with Field Office staff to ensure that any corrections that require Field Office approval prior to taking effect are approved prior to certifying to the accuracy of the data. Some corrections require Field Office staff to make the corrections on a PHA's behalf (particularly corrections relating to development level data such as DOFA dates). Any changes in source data will be reflected in the PIC Data Certification pages the day after they are finalized. Once the data is correct, a PHA can then mark the development as certified on the Capital Fund Building and Unit Data Certification tab.

In rare instances, PHAs may encounter errors that cannot be corrected by either the PHA or Field Office staff because of the way the PIC system operates. In those instances, PHAs are to submit a request to the Real Estate Assessment Center Technical Assistance Center (TAC) Help desk. In such instances, PHA staff can either send an email describing the issue (include staff member name, phone number, housing authority number and field office name where applicable) to REAC_TAC@hud.gov or call TAC at 1-888-245-4860 between 7:00 am and 8:30 pm EST on business days. TAC will assign a ticket number to track the issue to resolution. (The ticket number will be a number preceded by either "IM" or "PIC".) If the issue is resolved sufficiently before the deadline for certifying, the PHA should take the necessary steps to correct the remaining inaccurate data and certify that the data for the development is accurate.

If the issue is not resolved prior to the deadline for certification or there is insufficient time to make the correction after the issue is resolved before the certification deadline, the affected PHA must reject certification for the development. In order to reject a certification for a development, a PHA must provide certain data on the Development Details page for the development.

In this situation, TAC will assign a PIC help ticket number to the PHA. Note that the PIC help ticket number may be different from the normal TAC help ticket number. It may use the following format: the characters "PIC" (instead of "IM") followed by five numbers (e.g. PIC12345). The PHA must enter the PIC help ticket number into the space provided on the Development Details web page. If the ticket begins "IM" instead of "PIC", replace the "IM" with "PIC" when it is entered The PHA must also provide a comment in the space provided that indicates what data element(s) is/are wrong, what the correct data is and why it cannot correct the data through the normal procedure.

After entering the PIC help ticket number, the user must save the changes by clicking **Save**. Multiple numbers can be entered if separated by commas.

1.1.10.2 Building List sub Tab

The **Building List** sub tab (see Figure 105) displays the building and entrance information associated with the selected development. The data on this sub tab is read-only. However, it is accessible for editing in the **Building** tab of the **Development** sub module granted the user has sufficient editing privileges.

The **Building Information** section of the page lists all he building numbers and building entrance numbers providing the following information:

- Building name
- Building type
- Building status
- Building address
- Floor count
- Unit count

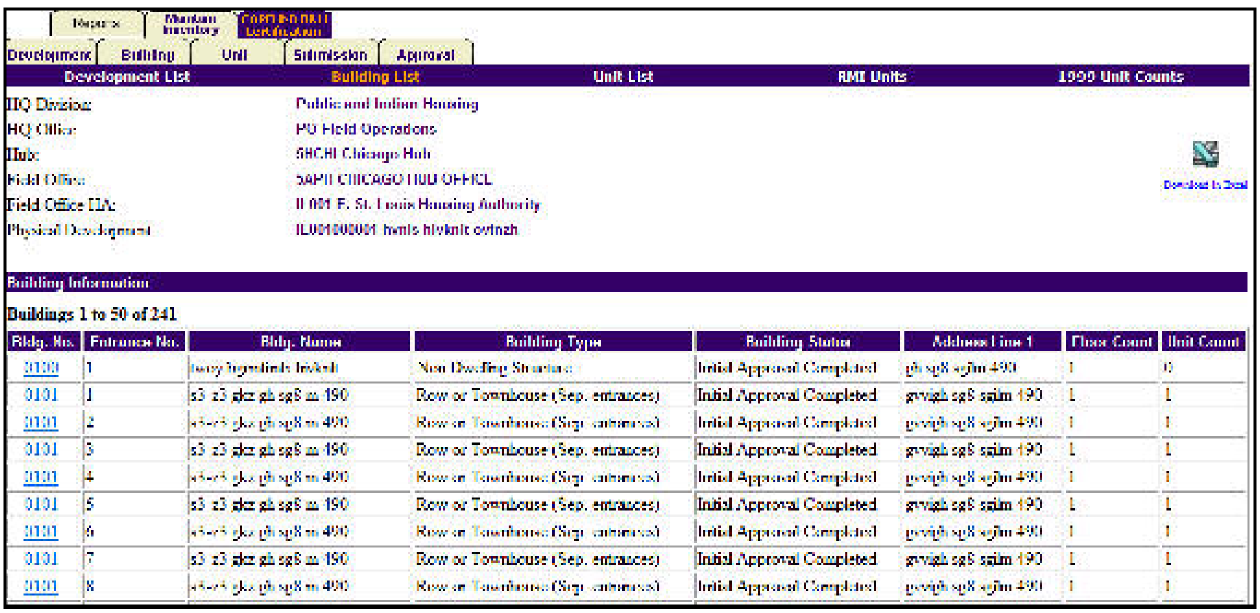


Figure 105: Building List sub tab

The **Download in Excel** button allows the user to download the entire building data in form of an Excel spreadsheet. If the list of buildings cannot fit on one page, the program will display the **Next** and **Prev** links in the bottom for the user to be able to navigate to the desired building.

1.1.10.3 Unit List sub Tab

The **Unit List** sub tab (see Figure 106) displays the unit data associated with a selected building and building entrance number. The **Unit Information** section displays the following details:

- Unit Number

- Building number
- Entrance number
- Floor number
- Door number
- ACC Unit indicator
- Bedroom count
- Unit designation
- Submission status type

All these details are essential for proper Capital Fund certification calculations, so they must be checked for accuracy.

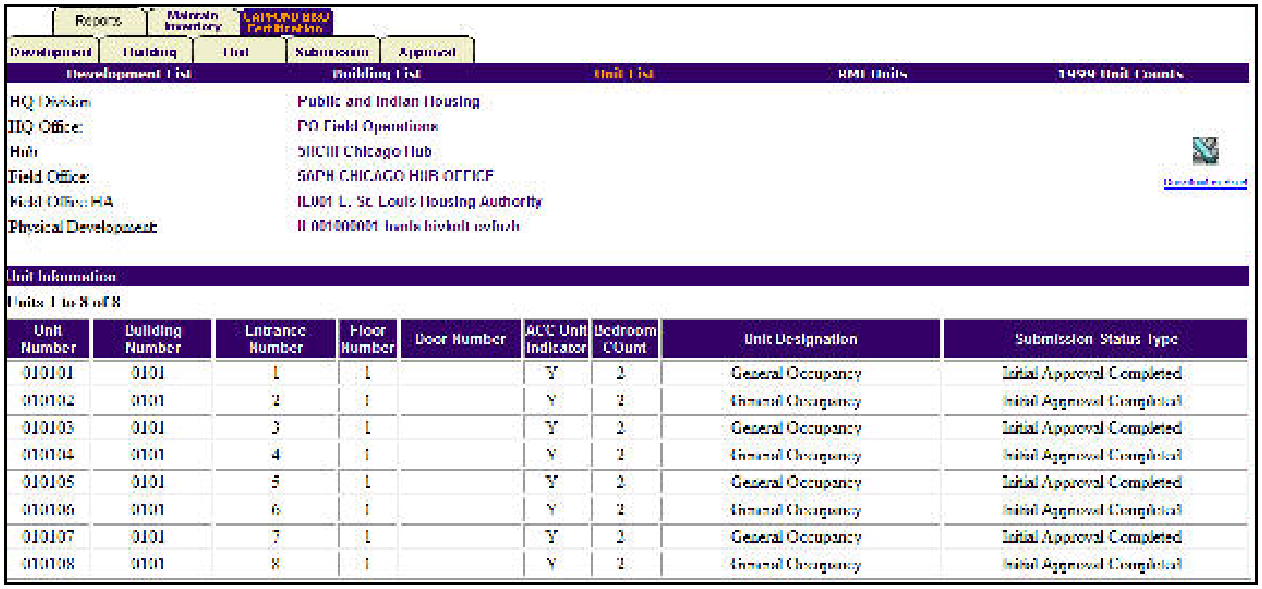


Figure 106: Unit List sub tab

The **Download in Excel** button allows the user to download the entire unit data in form of an Excel spreadsheet. If the list of buildings cannot fit on one page, the program will display the **Next** and **Prev** links in the bottom for the user to be able to navigate to the desired unit.

1.1.10.4 RMI Units sub tab

The **RMI Units** sub tab (see Figure 107) displays the approved RMI applications associated with the selected development. The RMI Units section displays the list of RMI application providing the following details:

- Application number
- Application type
- Application status
- Action dates
- RMI Unit Count

The first column allows the user to expand and RMI application record to display the full list of action dates for applications where units were removed on different dates. To expand an RMI application, click the + (‘plus’) sign. In the **Action Dates** column, the dates are displayed as links. If a user clicks any of the dates, the program will display the RMI Units Report.

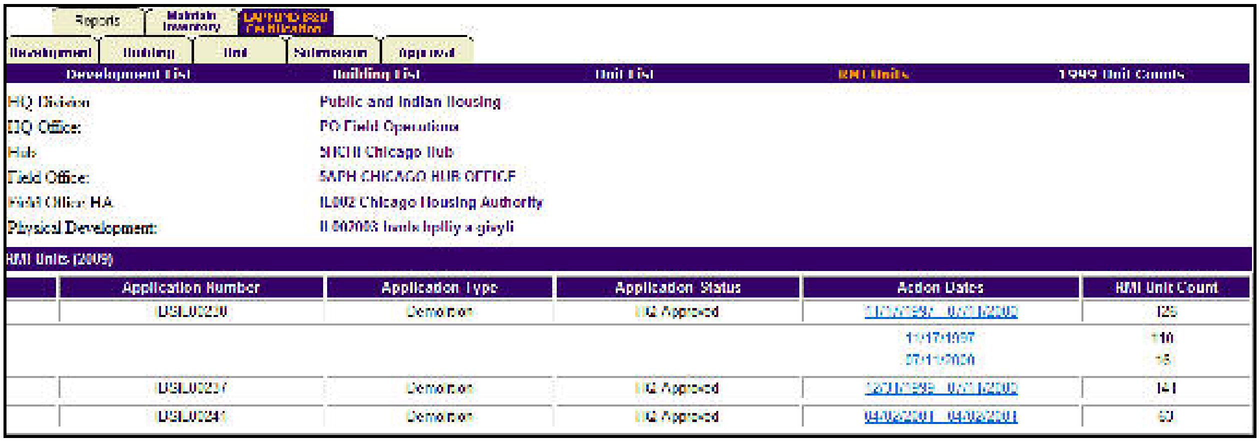
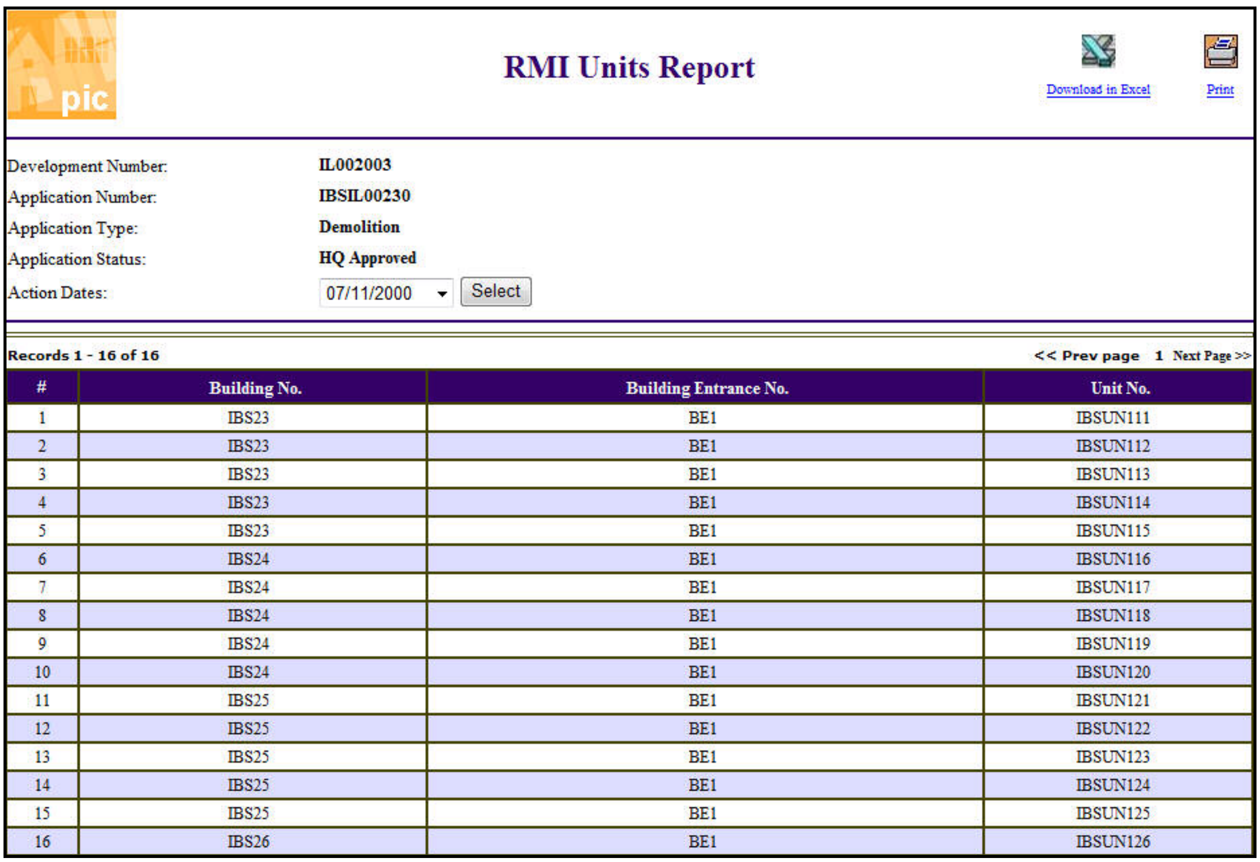


Figure 107: RMI Units sub tab

1.1.10.4.1 RMI Units Report



RMI Units Report

Download in Excel   Print

Development Number: IL002003
Application Number: IBSIL00230
Application Type: Demolition
Application Status: HQ Approved
Action Dates: 07/11/2000 Select

Records 1 - 16 of 16   << Prev page 1 Next Page >>

#	Building No.	Building Entrance No.	Unit No.
1	IBS23	BE1	IBSUN111
2	IBS23	BE1	IBSUN112
3	IBS23	BE1	IBSUN113
4	IBS23	BE1	IBSUN114
5	IBS23	BE1	IBSUN115
6	IBS24	BE1	IBSUN116
7	IBS24	BE1	IBSUN117
8	IBS24	BE1	IBSUN118
9	IBS24	BE1	IBSUN119
10	IBS24	BE1	IBSUN120
11	IBS25	BE1	IBSUN121
12	IBS25	BE1	IBSUN122
13	IBS25	BE1	IBSUN123
14	IBS25	BE1	IBSUN124
15	IBS25	BE1	IBSUN125
16	IBS26	BE1	IBSUN126

Figure 108: RMI Units Report

The RMI Unit Report lists all the units removed from inventory under the selected RMI application and within the selected action dates. The report provides the following data:

- Building number
- Building entrance number
- Unit number

The user can download the report data in the Excel format or print the report by clicking the respective buttons. Users can find the **Download in Excel** and **Print** buttons in the report header.

1.1.10.5 1999 Unit Counts sub Tab

HUD does use the 1999 unit counts data to calculate the Capital Fund formula. However, PHA users in PIC cannot correct the **1999 Total Units** and the **1999 Bedroom Counts** data (see Figure 109).

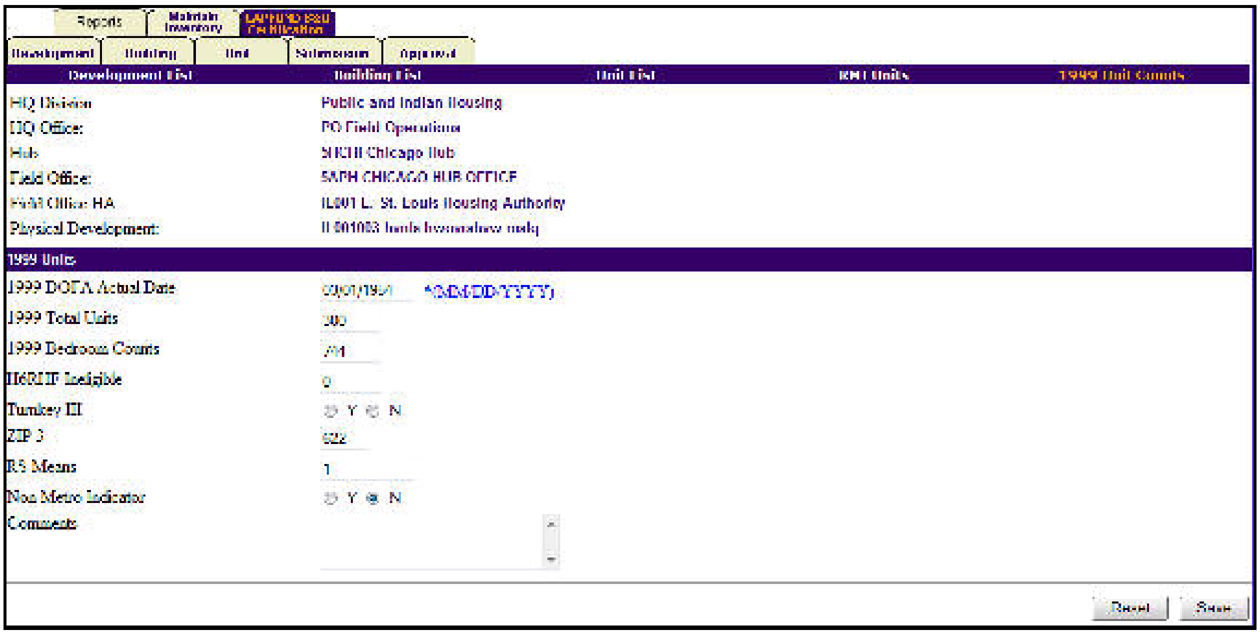


Figure 109: 1999 Unit Counts sub tab

Users can edit the **1999 Total Units** and the **1999 Bedroom Counts** boxes as well as provide an explanation for the correction.

Once the users enter the correction and correction comments, they must click **Save** for the system to retain the data. Once the user clicks **Save**, the system indicates that the information has been saved.

HUD will analyze each instance where 1999 data has been edited. The certification that PHAs enter on the **Capital Fund Building and Unit Data Certification** tab does not extend to data entered in the **1999 Total Units** and the **1999 Bedroom Counts** boxes on the **1999 Unit Counts** sub tab. Even if 1999 data is corrected, if the remainder of the development data is accurate, the PHA is to certify to the accuracy of the data for the development on the **Capital Fund Building and Unit Data Certification** sub tab.